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Transportation

**COMMERCIAL AIRLIFT MANAGEMENT-
CIVIL AIR CARRIERS**

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This instruction outlines policy, provides guidance, and establishes uniform procedures for managing commercial airlift missions under contract to Air Mobility Command. It outlines duties and responsibilities and provides guidance and uniform procedures for inspections and reviews of carrier performance for Department of Defense (DOD) agencies acquiring commercial airlift services. It implements AFPD 24-2, Preparation and Movement of Air Force Materiel. Air Mobility Command (AMC) authority, as the executive agent for the single manager operating agency for airlift services, is derived from Public Law 99-661, FY 87 National Defense Authorization Act, DOD Directive 4500.53, Commercial Passenger Airlift Management and Quality Control, 15 May 1987. The guidance contained in this instruction is applicable to other USAF commands and DOD agencies whenever they are charged with responsibilities by appropriate authority and/or concur in carrying out aspects of the policies and procedures contained herein according to interservice agreements, and/or within the Air Force by MAJCOM agreements in accordance with AFI 25-201, Support Agreement Procedures. It does not apply to Air National Guard or United States Air Force Reserve units. This instruction is for Government use and does not create any rights or remedies among civil air carriers or other entities. Matters that relate to contract formation, administration, and content are controlled by appropriate acquisition laws, regulations, and documents.

SUMMARY OF REVISIONS

This revision supersedes Air Mobility Command (AMC) Regulation 76-8, dated 2 June 1992 and updates or revises the attachments. AMCR 76-8, Chapter 1, Section B. Abbreviations and Explanation of Terms has been updated and moved as the **Attachment 1** in AMCI 24-201. In Section C---General Policy, the Supervision and Management of Civil Air Carrier Operations, Supervision and Management Structures (international Operations), Reports, and Authority to Leave Unsafe Aircraft (paragraphs 1.6, 1.7, 1.8, and 1.9, respectively) have been deleted. AMCR 76-8, Chapter 2. Duties and Responsibilities, and the following paragraphs, Medical Findings and or Recommendations, Responsibilities of the DOD Air Carrier Review Committee, Duties and Responsibilities of the DOD Air Carrier Survey and Analysis Office, HQ AMC, Contractor Responsibilities, and Duties and Responsibilities of the AMC TACC (paragraphs 2.9, 2.10, 2.11, 2.12, and 2.13, respectively) have been deleted. AMCR 76-8, Chapter 3. AMC Inspections,

has been completely deleted. AMCR 76-8, Chapter 4. Performance and Evaluation, is now Chapter 3 to this instruction, and the Performance and Evaluation Inspections paragraph 4.4 has been deleted. Note: Table 4-1, Delay Cause Factors to AMCR 76-8, page 19 has been deleted which follows Chapter 4 to AMCR 76-8. AMCR 76-8, Chapter 5. Base Support and Documentation, is now Chapter 4 to this instruction, and paragraph 5.7., Contract Administrator Support has been deleted. Section D. AMC Form 8, Civil Aircraft Certificate, to AMCR 76-8 has been moved to Section E, Chapter 4 of this instruction. Section E. Other Support, to AMCR 76-8 has been moved to Section D, Chapter 4 of this instruction. AMCR 76-8, Chapter 6. Contract Operations, has been completely revised and moved to Chapter 5 of this instruction. The following paragraphs have been deleted to AMCR 76-8: in Section A, paragraphs 6.3, 6.7, 6.10, 6.12, 6.13, and 6.14; and in Section B, paragraphs 6.18, 6.19, 6.22, 6.23, 6.25 through 6.31, 6.33, 6.36, 6.37, and 6.38. AMCR 76-8, Chapter 7. Aircraft Diplomatic Landing/Overfly Procedures Contract/Charter Missions, paragraphs 7.2, Scope, and paragraph 7.4, Aircraft Diplomatic Landing/Overfly Clearance Procedures for Individual Countries, have been deleted and rewritten into Chapter 6 to AMCI 24-201. Since AMC has taken on the responsibility of purchasing and administering one-time domestic charters as well as the existing long-term domestic contracts, a new Chapter 7 to AMCI 24-201, Domestic Airlift, has been added. AMCR 76-8, Chapter 8. Commercial Airlift Evaluation Program, has been updated in Chapter 8 to AMCI 24-201, and paragraph 8.4, the Airlift Evaluation Clause has been deleted.

NOTE: Distribution X, pages 55 and 56 to AMCR 76-8 has been updated and made as an attachment to AMCI 24-201 and renamed AMC Departments and Carriers. Attachments listed have been reviewed and updated and incorporated in this instruction. The following attachments to AMCR 76-8 have been deleted: Attachment 1, Seat Specifications, page 57, and Attachment 13, In-flight Meal Schedule/Service, page 76. The Forms Prescribed listed on page 4 to AMCR 76-8 has been updated and is now located in the last paragraph of **Chapter 1** to AMCI 24-201.“

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Chapter 1

INTRODUCTION

Section 1A—General

1.1. Scope. Provisions of this instruction pertain to DOD acquired commercial airlift. This instruction applies to all personnel of the Air Mobility Command and personnel of other DOD agencies according to appropriate regulations, instructions, and support agreements. This instruction covers contract management, contract coordination, supervision, support, capability surveys, survey teams, inspection functions, and inspection teams. Responsibilities carried out according to this instruction will have the same priority as normal mission operations support given AMC military airlift aircraft.

1.2. Supplements. Subordinate unit supplements to this instruction that change the basic policies, procedures, or formats prescribed are prohibited.

Section 1B—General Policy

1.3. Assignment of Responsibilities.

1.3.1. HQ AMC/DO:

1.3.1.1. HQ AMC/DOY, Contract Airlift Division, has responsibility for the contracting and administration of international and domestic commercial airlift.

1.3.1.2. HQ AMC/DOB, DOD Air Carrier Analysis Division, in accordance with 32 CFR Part 861, conducts capability surveys with an emphasis on safety and provides continuous analysis of each carrier participating, or desiring to participate, in the commercial movement of DOD traffic.

1.3.1.3. HQ AMC/DOF, Special Assistant for Civil Air, has sole responsibility for policy and procedures for admittance to the Civil Reserve Air Fleet (CRAF), determination of acceptability of aircraft for the CRAF, and computation of mobilization values for award of international peacetime business.

1.3.1.4. DOD Commercial Airlift Review Board (CARB). The CARB reviews recommendations provided by the DOD Air Carrier Survey and Analysis office regarding the capability and eligibility of an air carrier or operator performing or seeking to perform airlift services for DOD. Using survey and analysis data, the board approves or disapproves an air carrier's initial entry into the DOD Air Transportation Program and approves the continued use of a carrier. (The CARB is constituted under the requirements of 10 USC 2640. The CARB procedures and standards for review are listed in 32 CFR 861). The CARB may also defer or recommend actions to the appropriate contracting officer regarding a carrier that fails to satisfy DOD contractual requirements. CARB actions may include approval, non-approval, temporary nonuse, suspension, reinstatement, discussions with the carrier or FAA, etc.

1.3.2. HQ AMC/SG, Surgeon General, develops and monitors policies and procedures for supervision and improvement of health service aspects of food service, in-flight feeding, and flight sanitation programs for commercial augmentation airlift service. The director of base medical services, or their rep-

representatives, will conduct such inspections as necessary to ensure contract compliance as pertains to the medical aspects of billeting, ground feeding, in-flight feeding, and fleet sanitation.

1.3.3. HQ AMC/LGA, Airlift Aircraft Maintenance, has overall responsibility for ramp inspections according to AMCI 21-111.

1.3.4. The HQ AMC Tanker/Airlift Control Center (TACC) will maintain scheduling control of the commercial airlift carrier operations.

1.3.4.1. The TACC will monitor of domestic and international commercial charter aircraft.

1.3.4.2. The Directorate of Current Operations (TACC/XOO) receives domestic and international airlift SAAMs and analyzes requirements and applies airlift resources to determine required amount of commercial augmentation. Establishes schedules with the contract carrier following the award or modification of commercial augmentation missions. Provides ground separation between aircraft and resolves conflicts between scheduled missions.

1.3.4.3. The Directorate of Global Channel Operations (TACC/XOG) receives validated channel airlift requirements from USTRANCOM and develops both commercial fixed and expansion buy purchase requests.

1.3.4.4. The Directorate of Global Readiness (TACC/XOP) receives international and domestic exercise and contingency requirements.

1.3.5. Base Command Post will notify ground support agencies of contract airlift arrivals and departures and perform functions outlined in AMCI 10-202.

1.3.6. AMC unit and enroute commanders will ensure necessary local support is provided to guarantee contractual compliance by the government and the contract carrier. Support group commanders at AMC bases will be responsible for performing those services, which are defined in the contract as government responsibilities. The unit commander of an AMC en route maintenance activity at a non-AMC base will be responsible to arrange those government services as specified in the intercommand/interservice support agreement as an AMC tenant responsibility. Where no intercommand/interservice support agreement is in effect, the AMC unit commander will be responsible for those government services as agreed to between the AMC unit commander and the host support group commander.

1.3.7. Quality Assurance Evaluators are charged with the responsibility to monitor and record contract performance in accordance with the Quality Assurance Surveillance Plan.

1.3.8. Unit maintenance inspectors are responsible for performance of the maintenance ramp inspection according to AMCI 21-111.

1.3.9. Administrative Contracting Officers/Contract Administrators are responsible for the management of assigned contracts acting within specific authority as delegated by the PCO and outlined in this regulation and DOY Operating Instruction-37-03.

1.4. Forms Prescribed.

1.4.1. AMC Form 126, AMC Airlift Contract Administrator/Quality Assurance Evaluator (QAE) Checklist.

1.4.2. AMC Form 166a, Commercial Carrier Passenger/Cargo Preflight Checklist.

- 1.4.3. AMC Form 166b, Contract Discrepancy or Violation Notice-Civil Aircraft.
- 1.4.4. AMC Form 166c, Commercial Air Range Ride Checklist.
- 1.4.5. AMC Form 8, Civil Aircraft Certificate.

Chapter 2

DUTIES AND RESPONSIBILITIES

2.1. General. Various functional specialties participate as a contract management team to ensure proper mission execution. Each individual is expected to use good judgement, and common sense to plan, coordinate and execute their actions. All personnel assigned to contract airlift operations will read, understand and comply with the provisions of DOD 55007-R, Joint Ethics Regulation implementing DOD Directive 5500.7, Standards of Conduct, 30 Aug 93.

2.2. Duties and Responsibilities of Administrative Contracting Officers (ACOs).

2.2.1. An ACO is designated by HQ AMC/DOY and warranted by HQ AMC/LGC. Contracts are delegated for administration by the HQ AMC Procuring Contracting Officer (PCO) and include specific contracts under jurisdiction of AMC. The ACO is a duly appointed contracting officer and will not be assigned additional duties, which interfere with the effective discharge of contracting duties. In order to establish responsible supervision, HQ AMC/DOYM is established at HQ AMC within DOY.

2.2.2. Specific duties and responsibilities for AMC/DOYM are outlined in DOYOI-37-03.

2.3. Duties and Responsibilities of OLs at McGuire AFB NJ and Travis AFB CA.

2.3.1. OL ACOs/CAs function as primary members of the senior on-site AMC commander's staff with authority to communicate directly on all international and domestic airlift contract matters. They will receive letters of delegation from HQ AMC/DOYM. These delegations remain in effect unless specifically withdrawn or until the contract expires.

2.3.2. In addition to performing delegated contract administration functions and CA duties as specified in paragraph 2.4., specific duties and responsibilities are outlined in DOYOI-37-03.

2.4. Duties and Responsibilities of Regional ACOs and CAs:

2.4.1. The basic responsibilities of regional ACOs and CAs are to monitor and enforce the civil carrier's compliance with the contract provisions.

2.4.2. In addition to those ACO duties outlined in this regulation, DOYOI-37-03 and listed in their letters of delegation) specific duties of regional ACOs and CAs may include:

2.4.2.1. Reporting contractor's performance and contract compliance to the appropriate OL ACO.

2.4.2.2. Coordinating with QAEs, inspectors, and other concerned government agencies.

2.4.2.3. Monitoring all contracts to preclude unauthorized actions.

2.4.2.4. Maintaining liaison with the appropriate medical authorities.

2.4.2.5. In emergency situations, taking such action as necessary in the best interest of the government and passengers concerned.

2.4.2.6. Maintain close contact with customer being supported.

2.4.2.7. Conduct host carrier meetings in accordance with [Attachment 10](#).

2.4.2.8. Assist in conducting initial/refresher QAE training on contract requirements.

2.4.2.9. Perform Range Rides (in-flight inspections) on commercial contract air carriers as directed by the respective Contract Airlift Management Office using AMC 166c as a checklist.

2.4.2.10. CAs may utilize Mission Route Support (MRS) designation for Range Rides when approved by HQ AMC/DONP.

2.5. Duties and Responsibilities of the QAE/HQ AMC/DON:

HQ AMC Command QAE is responsible for developing policies and procedures in conjunction with the ACO to provide required guidance and support to field QAEs. Specific duties and responsibilities are outlined in the Quality Assurance Surveillance Plan.

2.6. Duties and Responsibilities of Maintenance Inspectors: The basic responsibility of the maintenance inspector is to perform a generalized maintenance inspection of civil aircraft positioned for departure at origination and turnaround stations and to advise the QAE and/or ACO/CA of any identified obvious failure on the part of the carrier to provide a mechanically acceptable and safe aircraft for the mission. The duties and responsibilities of maintenance inspectors performing ramp inspections are detailed in AMCI 21-111.

2.7. Duties and Responsibilities of Medical Personnel:

2.7.1. Medical personnel at all levels will provide technical assistance and guidance to the ACOs/CAs and QAEs when requested to assure compliance with medical aspects of the contractors.

2.7.2. Chief, Public Health, Walson AF Hospital, Ft Dix NJ 08640-5000, and 60 MDG/SGPM, 101 Bodin Circle, Travis AFB CA 94535-1800, act as military public health advisors to the OLs.

2.7.3. Operational Medical Responsibility: A minimum number of missions (no less than one per calendar year quarter) from each contract carrier will be inspected in accordance with the checklist provided at [Attachment 14](#), at those stations where such aircraft are either catered or serviced.

2.7.3.1. Processing of Derogatory Bacteriological examinations of Water Samples. When a lab report is received, the local public health inspector will notify the QAE of the trip number and specific deficiency, note the name of the QAE, the date and time the QAE was notified. If the QAE is not immediately available, the military public health inspector will immediately notify the Chiefs of Public Health at Ft Dix or Travis AFB (who in turn will forward specific data to the OL so that follow-up action can be initiated by the ACO).

2.7.3.2. Medical Findings and/or Recommendations. Medical findings/recommendations that have a bearing on a contract will be submitted in writing to the ACO or CA for necessary action.

Chapter 3

AMC REVIEW OF PERFORMANCE

3.1. General. AMC will conduct performance and operation inspections of each carrier and individual aircraft during the performance period of the contract. It is the policy of AMC that civil air carriers must provide an acceptable standard of performance and operate in an unquestionably safe manner. All deficiencies and each failure to meet flight, ground or explosive safety requirements contract requirements or schedules must be accurately recorded and reported. The carrier must also be promptly notified of these deficiencies/failures. Contract carrier performance information, including schedule reliability information, is considered information of the type defined in FAR Part 24, subpart 24.2, Freedom of Information Act, and will not be released to parties other than the carrier to which it pertains.

3.2. Reporting Responsibility. Responsibility for the accurate and timely classification and reporting of civil air carrier capability and performance will be discharged by the following:

3.2.1. HQ AMC/DOB for all recommendations to contracting agencies as to carrier airworthiness to perform specific contracts in accordance with 32 CFR Part 861.

3.2.2. The CA for contract deficiencies on all missions in accordance with Chapter 2 of the instruction.

3.2.3. The QAE for the aircraft standards of service on AMC missions and preparation and submission of AMC Forms 166a, and 166b in accordance with Chapter 8 of this instruction.

3.2.4. HQ AMC/LG personnel coordinate ramp inspections of those chartered aircraft departing the Continental United States (CONUS) for overseas locations. AMC inspectors have no authority to dismantle civil aircraft. Should a walk-around inspection indicate a need for further investigation by removing covers, cowls, etc., the carrier may be asked voluntarily to perform this function with no obligation to the government, or the closest FAA representative may be requested to perform an airworthiness inspection.

3.3. Carrier Performance and Evaluation Review:

3.3.1. HQ AMC/DOY is responsible for reviewing performance of AMC contract carriers and taking necessary action with respect to those carriers who fail to meet the minimum acceptable standards set forth in the contract. Specific procedures for carrier reliability evaluation are in DOYOI-37-04.

Chapter 4

BASE SUPPORT AND DOCUMENTATION

Section 4A— Services and Supplies

4.1. General. In keeping with established policy, contract carriers will obtain services, supplies and facilities from commercial sources whenever possible, except as provided for in the contract and paragraphs 4.3. through 4.4..

4.2. Contractor-Provided Support:

4.2.1. The AMC contract carrier will provide for all of their own services through commercial sources when transiting nonmilitary locations except those services provided under a gateway or CATO contract. Service to the passengers will be commensurate with that provided to persons traveling in economy class on a certified route carrier (common carriage).

4.2.2. When transiting a military base, the AMC contract carrier will provide personnel, facilities, supplies and equipment necessary to perform air transportation services called for in the airlift services contract, except as provided for in paragraphs 4.3. and 4.4..

4.2.3. The contractor may employ off-duty military members and DOD civilian employees to perform contract services provided all requirements of DoD and AF regulations, labor contracts, local laws and agreements for such employment are met.

4.3. Government-Furnished Services and Equipment. The ACO will ensure the government furnishes all necessary equipment and personnel to provide the services listed in Section C of the current airlift contract. At locations where necessary equipment is not available, the contractor is required to provide it on a reimbursable basis.

4.3.1. Fire and crash rescue support.

4.3.1.1. It is (take out not) AMC's intent to provide fire and crash rescue support on a (take out non-) reimbursable basis, where fuel spills occur as a direct result of malfunctioning contractor equipment which has not been properly maintained or negligence of the contractor.

4.3.1.2. Fuel spills requiring the service of government fire and crash personnel will be investigated for cause by qualified government personnel familiar with commercial aircraft. When it is clearly shown that the cause of the spill is a recurring one, which the contractor has neglected to repair, it will be documented by the inspector, and submitted to the QAE and forwarded to CA for review.

4.3.1.3. If the CA determines that the contractor has been negligent in maintaining the equipment responsible for the spill and subsequent cleanup, the CA in coordination with OL ACO will direct the fire department to submit the charges for cleanup to base finance and subsequent billing to the contractor. The carrier will be notified of the spill, its cause, and the carrier's responsibility for reimbursement to the government.

4.3.2. In addition to the required services, the government has agreed to provide other services if possible, some of which are on a reimbursable basis. The furnishing of these services (also found in Section H of the current airlift contract) normally is considered in the best interest of the DOD when it

contributes to mission accomplishment, including expediting the aircraft flow and ultimate maximum utilization of the aircraft.

4.3.3. EXTENDED PARKING: See Section C of the airlift contract for procedures to request extended parking.

4.4. Emergency Government-Furnished Services:

4.4.1. Other services, billeting and messing for contractors' crews, supplies or property at military bases not commercially available to the contract carrier may be furnished only on an emergency basis, as determined by the ACO or designated representative. A sound rule is that an emergency exists if the airlift contractor has done everything possible to locate a source and/or to expedite performance of this source, and timely mission performance is dependent upon government support. Such support is considered to be in the best interests of the government.

4.4.2. Supplies and Services. Aerospace ground equipment (AGE) and traffic handling and servicing equipment, with necessary operators furnished pursuant to the aforementioned, will be nonreimbursable. Technical services and maintenance labor provided, as well as supplies and parts issued, will be on a reimbursable basis, in accordance with, and subject to, the provisions of: Air Force AFI 10-1001, AFM 67-2, Naval Air Stations Naval Supply Systems Command Manual II, Army Stations AR37-27. Note: At Thule AB, Greenland, the above referenced support will be provided. The requisite of an emergency condition is not applicable.

4.4.3. If medical inspection reveals that in-flight meals, beverages, or supplements do not meet contract requirements, such will be considered an emergency within the meaning of this regulation and the airlift contracts. In this event, if not locally available, meals may be provided on a reimbursable basis from government stocks.

4.5. Emergency Medical Service. Emergency medical services may be furnished contractor crews and personnel as appropriate. Charges for same will be made in accordance with AFI 41-115.

4.6. Emergency Maintenance Support of AMC Contract Airlift. Normally, the government is not obligated to provide aircraft maintenance repair support to civil carriers operating into military installations. However, under emergency conditions or unusual circumstances, it may be necessary. If maintenance support is provided it must be accomplished and/or supervised by FAA certified technicians.

Section 4B— Reimbursable Support

4.7. General. AFIs 10-1001, 10-1002, and AFMAN 23-10, and this regulation, provide policy concerning furnishing of services, equipment, and supplies to civil air carriers. Generally, carriers operating under contract are required to reimburse the government for all items and services. This includes, but is not limited to, such things as labor for maintenance, parts, food, antifreeze, and the sale of aviation fuel and oil.

4.8. Authorization and Documentation:

4.8.1. Requests for Logistical Support Not Authorized by the Contract. The contractor representative or aircraft commander will make requests in writing to the local support group commander. Such requests will be recorded on appropriate forms.

4.8.2. It is within the support group commander's, or a designated representative authority to determine if support, (except for support authorized by the contract) will be provided.

4.8.2.1. The Support Group Commander or designated representative is responsible for ensuring receipt of cash reimbursement or charge sale documents for all logistical reimbursable support furnished prior to departure of the commercial aircraft.

4.8.2.2. Policy with Respect to Cash or Credit Sales. Requirements for cash or credit sales will be IAW AFIs 10-1001, 10-1002, and AFMAN 23-10, volume I.

4.8.3. Determination of Charges:

4.8.3.1. Petroleum Sales. Charges will be according to the contract and AFJI 23-207.

4.8.3.2. Food Service:

4.8.3.2.1. Ground feeding charges, including surcharge, will be according to AFI 34-401.

4.8.3.2.2. In-flight meal reimbursement will be according to AFI 34-401.

4.8.3.3. Billeting. Charges will be according to AFI 34-601.

4.8.3.4. Supplies, equipment, and services. Charges will be according to AFIs 10-1001, 10-1002, and AFMAN 23-10.

Section 4C—Funding Substitute Service

4.9. Fund Citations. If it is necessary to use Category Z for substitute service, the transportation requests (TR) will cite the TWCF accounting classification shown in the Category B carrier's contract. At the time such substitute service is approved by the ACO, transportation management officers will be advised that they have the authority to cite this accounting classification. (This is an exception to normal procedure that unit funds will be used for Category Z purchases.) Distribute the TR as follows: original (green copy) to carrier; first carbon copy to HQ AMC/DOYM, second carbon copy for station file; and final carbon (hard copy) to local finance office for review and immediate forwarding to DFAS-OM/FPB-CRAF, PO Box 7020 Bellevue NE 68005-1920.

Section 4D—Other Support

4.10. Procedures for Leasing 463L Pallets and Nets:

4.10.1. Contract carriers may lease 463L pallets and nets from the government when excess to terminal requirements. The lease request will be according to provisions of the current airlift contract. Pallets will not be leased without a complete net set. The number of leased pallet and net sets may not exceed the number of pallet positions on the aircraft (circuitous routing of aircraft to pick up the inbound cargo is authorized).

4.10.2. When pallets/nets are leased to contract carriers, the following procedures will apply:

4.10.2.1. Receipt/transfer of pallets/nets by the contract carrier will be accomplished by execution of an AF Form 1297, Temporary Issue Receipt.

4.10.2.2. Leased pallets/nets must be returned at the expense of the contract carrier to one of the following locations: Travis AFB CA, McGuire AFB NJ, Charleston AFB SC, Dover AFB DE,

and McChord AFB WA. The contract carrier must accomplish return of pallets/nets no later than 144 hours after pickup.

4.10.2.3. Overseas AMC units leasing pallets and nets will notify, by electronic means, HQ AMC/DOZE (Equipment and Facilities Branch) Pallet and Net Manager, the respective contract OL, destination and enroute stations with information copies to WR-ALC/LVDV, TACC/XOG, Omaha OPLOC and respective NAF. This message will include the following information:

4.10.2.3.1. Origination point (three-letter station identifier).

4.10.2.3.2. Carrier.

4.10.2.3.3. Quantity of items leased.

4.10.2.3.4. Julian date and Zulu time of lease.

4.10.2.3.5. Destination (three-letter station identifier).

4.10.2.3.6. Lease reference number (three-letter station identifier numbered consecutively by calendar year beginning with 0001; e.g., FRF 92-0001).

4.10.2.3.7. Remarks (include any additional details as required).

4.10.2.4. The notification message will be placed in suspense by the destination station Pallet and Net manager until assets are returned. The receiving station will notify, by electronic means, all addressees in paragraph [4.10.2.3](#).

4.10.2.5. When all assets are returned by the contractor, the destination/receiving pallet and net manager will notify, by electronic means, the AMC Pallet and Net Manager, the respective CAMO, en route and originating stations of their return. If pallets and nets are returned to the receiving station incrementally, annotate each increment received on the notification message held in suspense as to date and quantity received.

4.10.2.6. If the carrier fails to return assets within the specified 144-hour time requirement, the destination station pallet and net manager will send a message to the AMC Pallet and Net Manager and the respective CAMO advising of nonreceipt. Follow up the message with a completed AMC 166b, prepared according to this regulation, to the respective CAMO, with a copy to the AMC Pallet and Net Manager. On notification of nonreceipt of assets, the responsible CAMO ACO will take follow-up action with the carrier for resolution.

4.10.2.7. AMC unit pallet and net managers will account for leased pallet and net sets in their monthly RCS: MTC-DR(M&Q)8701 Report, Item (13) Other Losses. Receiving stations will report collected leased assets in Item (9) Other Gains.

4.10.2.8. The rate for leasing 463L pallet and net sets is based on the current pallet life expectancy of 20 trips. A trip is defined as an onload, flight, and offload. The rate will be one-twentieth of the current combined cost of a pallet and net set (pallet, top net, and two side nets). Current cost for pallet and net sets can be obtained from the Inventory Manager (IM), WR-ALC/LVDV, Robins AFB GA. Pallets will not be leased without a complete net set.

4.10.2.9. On receipt of an invoice, sums due the government will be payable by check to the Treasurer of the United States and mailed to Omaha, NE.

4.11. General. AMC Form 8 is a document for certifying to transportation services rendered by commercial carriers pursuant to terms of the international airlift contracts for planeload lots. It will never be used for documenting missions performed by military aircraft, or for any contractor-performed flights other than Category "B."

4.12. Responsibility for Preparation and Issuance:

4.12.1. Normally, the contract administrator will prepare Sections I and II of the AMC Form 8, and will furnish the port-level QAE at the originating station the original and required copies as specified in paragraph 4.13. The QAE at all originating, en route, turnaround, and terminating stations will complete AMC Form 8, section III. The QAE at terminating stations will ensure the original of the AMC Form 8 is returned to the contractor's representative. When a mission originates at a station without the services of a CA, the QAE will initiate and prepare the AMC Form 8, Sections I, II, and III.

4.12.2. A round trip AMC Form 8 will always be prepared for round trip missions unless directed otherwise by the ACO; however, separate AMC Forms 8 may be issued for outbound and inbound missions when there is a substantial time difference between the outbound and inbound.

4.13. Documenting AMC Form 8. The contract administrator or QAE will enter the following data on AMC Form 8:

4.13.1. Number of Certificate. Enter the four-letter ICAO location identifier code listed in AMCR 55-8, Volume I, with a four-digit number to be assigned consecutively, beginning with 0001; i.e., KSUU 0001. After the number reaches 9999, it reverts to 0001. The completion of a fiscal or calendar year does not change the sequence.

4.13.2. Contract Terms Block I. Obtain the information needed to complete the contractor, GACL and contract number blocks from the contract; item/delivery order number from AMC Cargo/Passenger Schedule, scheduling message or other mission setup directives, as appropriate. Enter the contractor's name as shown on the face of the contract. Contractors will be required to show the correct trip price on their billing, which will be verified by DFAS/Omaha prior to payment. In the GACL block for a mixed trip insert an asterisk and in the remarks section show the configuration ordered by the Government: for example, "(*) GACL-outbound 117 passengers/8.421 tons (3 pallets); inbound 105 passengers/11.2308 tons (4 pallets)." In the date block, enter date the AMC Form 8 is issued, name, grade and title of issuing official (CA or QAE)) and signature. The AMC Form 8 must bear the signature of the issuing official.

4.13.3. Trip Data Block II. Obtain the information needed to complete blocks in this section from the AMC Cargo/Passenger Schedule, or other mission set-up directive, as appropriate.

4.13.3.1. Enter the four-letter station identifier code for all stations scheduled to be transited as specified in the AMC Cargo/Passenger Schedule or scheduling message. If this routing is different than purchased, also enter the four-letter identifier code for all stations as purchased. For a round trip AMC Form 8, R/T may be added in lieu of station codes on the return mission if routing is the same as for the outbound mission. Enter ferry legs as en route stations and identify as ferry legs. Examples:

4.13.3.1.1. For R/T Mission: KSUU-PANC-RJTY-RKSO R/T (applicable only when scheduled return routing is through all the stations shown for outbound leg); or,

4.13.3.1.2. For R/T Mission: KPHL-EDAF-ferry to EGUN-KPHL.

4.13.3.1.3. For O/W Mission: KSUU-PHNL-PGUM.

4.13.3.1.4. For O/W Mission: KSUU-PANC-RJTY(T)-RODN.

NOTE:

(T) signifies a traffic stop procured to meet a known requirement.

4.13.3.2. Trip Number Block--Enter data obtained from the AMC Cargo/Passenger Schedule or other mission setup directive, as appropriate. Enter both trip numbers if a round trip. Enter the complete trip number including all prefixes; that is, TBP R1A1/20, or for a special mission TAM/N2649/04.

4.13.3.3. Month of operation (enter both the month and the last two digits of the year; e.g., July 98). The AMC Form 8 will always reflect the month in which the trip is scheduled to operate, regardless of the fact that the mission may be the return portion of a round trip which originated during the previous month.

4.13.3.4. Type Aircraft. Enter data obtained from the AMC Cargo/Passenger Schedule or other mission setup directive, as appropriate. In the case of DC-8 aircraft, show the series also; e.g., DC-8-63.

4.13.3.5. Tail Number. Enter FAA registration number(s) (or designated tail number) of the aircraft performing the contract mission to include any alpha prefixes and suffixes.

4.13.4. Certificate of Services Performed and Accepted Block III. Complete the columns provided in the flight log summary as follows:

4.13.4.1. Station Column. Enter the four-letter location identifier code for all stations actually transited as a traffic stop, or an operational stop when traffic is actually off or unloaded. Traffic stops are all originating and terminating stations, and those en route stations set forth in the AMC Cargo/Passenger Schedule identified by the letter "T," and are shown in the routing block of AMC Form 8 by the (T), following the station identifier. Contractor operational stops used for opportune airlift (on/offloads) are included in the flight log summary for the purpose of documenting the opportune lift authorized by the contract. Whenever the station entry is for an operational stop, the QAE will place in the "Remarks" section the remark "Sit 27." (Reference [Attachment 12](#)). Entries will not be made in the flight log summary when an operational stop is made which results in no on/offload of traffic.

4.13.4.2. Offload, Onload, and Departure Load Columns. QAE will enter in the appropriate columns, the traffic moved in passengers or pounds, as follows:

4.13.4.2.1. Passenger Trips. Enter number of passengers carried in the offload, onload and departure block.

4.13.4.2.1.1. Reflect no weights in pounds in the departure load block and make no remarks until the baggage weight (including mail, cargo, courier materials, etc.) becomes excess baggage.

4.13.4.2.2. Cargo and Combi Trips. Utilize the remarks section to address important information (ie. Deficit traffic, carriage of mail, couriers, excess baggage etc). Use the appropriate situation code from [Attachment 13](#) or thoroughly explain the nature of the deficiency.

4.13.4.3. Certifying Signature of Station/Aerial Port QAE or Assistant QAE. Only officers or fully qualified traffic (2T2XX) personnel who possess a 5-level AFSC or higher or equivalent civilian personnel will be delegated the authority to sign the Flight Log Summary of the Certificate of Services Performed and Accepted (onload/offload departure load data). Delegation of authority to certify the certificate will be made in writing by the aerial port commander/operations officer (or comparable authority in other military activities). Individuals will not sign on behalf of others, but will sign only in their own name.

4.13.4.4. Remarks Section of AMC Form 8. Any differences between the amount of guaranteed ACL and the departure load at either originating or any intermediate stations must be fully documented by the QAE. Space available passengers are considered traffic available for movement for Category "B" flights in determining whether there is a deficit. If a carrier imposes a weight restriction (carrier controllable) on a cargo flight, and the Government shifts or rebuilds the cargo load thereby resulting in the use of full cube ACL, the carrier cannot be assessed a deficit. The reason for nonutilization of the guaranteed weight ACL would be due to bulk of cargo. However, if the Government does not shift or rebuild the cargo load and the carrier's (controllable) weight restriction precludes use of the guaranteed ACL, the carrier will be assessed a deficit.

4.13.5. When explaining differences between the departure load and the guaranteed ACL, the QAE will use standard remarks set forth in [Attachment 13](#).

4.13.5.1. Differences between departure load may or may not result in a deficit being assessed against the carrier. The contract coordinator will make sure the situation cited on the AMC Form 8 is according to all the facts. When standard remarks do not apply to the situation, the QAE will fully explain the difference between the departure load and the guaranteed ACL clearly and concisely in the QAE's own language. If there is insufficient space on the front of AMC Form 8, remarks will continue on a supplemental AMC Form 8. (Situation 16, does not apply until the Government has loaded the baggage ACL; e.g., 70 pounds times number of passengers on board (reference [Attachment 11](#), column 2), then this overage in pounds may be applied to satisfy the GACL).

4.13.5.2. All stations will use the following standard format when completing entries in the remark section:

4.13.5.3. The originating station QAE will begin documentation at the extreme upper left corner of the remarks section, with the four-letter station identifier underlined, followed by such standard remarks as listed in [Attachment 12](#) and/or other remarks as may be necessary to explain difference between the departure load and the GACL; for example, when guaranteed cargo ACL cannot be used due to nongeneration, the remark on AMC Form 8 would be "KSUU SIT 1"; for example, when guaranteed passenger ACL of 235 cannot be utilized due to reasons of the contractor, the remarks on AMC Form 8 would be "KSUU SIT 20, 235 passengers were generated for movement. Contractor transported only 230 passengers due to transportation of route support personnel. A deficit of five passengers was incurred." The en route or turn around (in case of round trip, AMC Form 8) station QAE will continue documentation in the above format at the extreme left margin of the line following the previously written data.

4.13.5.4. Obvious errors found by en route, turn-around or termination stations in the offload, onload, or departure load entries of previous stations will be noted in the remarks section. For example, LERT-KWRI onload and departure load should read 234 passengers. Note corrections ahead of other standard comments. QAEs are not authorized to alter previous stations' offload, onload, or departure load entries.

4.13.5.4.1. Use of "Situations 1,7,11 and 17." If the Government does not generate the ACL on a cargo mission and the contractor offers excess capability, "Situations 1 and 7C" will be entered. If the complete ACL is used and part of the excess, enter "SIT 7A: XXXXX pounds excess ACL made available XXXXX pounds transported. "If all ACL is utilized, but none of the excess, enter "SIT 7C." The same procedure applies to a passenger mission, utilizing situations 11 and 17 (as applicable). Also, if any additional passengers are moved above the GACL, enter "SIT 15: XX PASSENGERS".

4.13.5.5. Bumped Cargo:

4.13.5.5.1. When cargo is bumped at an en route station, a deficit will not be charged automatically and entered on the AMC Form 8 until it is determined whether or not the carrier is at fault.

4.13.5.5.2. When cargo is bumped due to en route winds, the offloaded cargo is identified as deficit cargo when the en route winds over the critical leg are not more than 10 knots in excess of the average wind factor for that leg. For example, on the critical leg between Anchorage, Alaska and Yokota AB, Japan, the average wind factor is identified as minus 34 knots. Therefore, after adding 10 knots to the 34 knot average wind factor, offloaded cargo in the face of a wind factor up to minus 44 knots will be identified as deficit cargo. Offloaded cargo in the face of a wind factor of minus 45 knots or greater will not be identified as deficit cargo.

4.13.5.5.3. Contractor's stated wind factor should be verified when it is above the average plus 10 knots. If the contractor's stated wind factor is higher than average plus 10 knots, the Government's stated wind factor is less, and cargo is bumped, then deficit should be assessed. If both the contractor and Government's wind factors are higher and the cargo is bumped, a deficit should not be assessed. All wind factors should be indicated on AMC Form 8.

4.13.5.5.4. Use Situation 5 when the forecasted wind factor is 10 knots or more in excess of the average for that particular route, that is, the Anchorage-Tokyo segment. "PANC SIT 5: Requires additional fuel, critical leg PANC-RJTY due to minus 50 knot winds."

4.13.5.5.5. "Situation 9 (bumped cargo)" or "Situation 10 (generated cargo)" will be used to indicate no more than a 10 percent deficit when wind factor as shown in above example is minus 44 knots or less, all other factors considered.

4.13.5.5.6. Charge the deficit from the station where it is incurred through to destination. If the Government uses the space at a subsequent en route station, the AMC Form 8 will be so annotated. Deficit traffic (bumped cargo) moved by a contractor on any subsequent AMC flight will be considered as newly generated traffic.

4.13.5.5.7. A carrier may elect to move the bumped cargo at own expense via a commercial flight to destination. In this instance, the carrier will not be charged with a deficit.

4.13.5.5.8. A deficit (bumped) cargo message should be sent to CAMO and TACC/XOG, and departure and destination aerial port squadron, stating carrier mission number, AMC Form 8

number, number of pallets, and pounds of cargo bumped. Message should state how carrier intends to move bumped cargo; that is, via commercial flight. A follow-on message should be sent to same addressees when bumped cargo is moved to destination. This message should indicate defaulted carrier, mission number, new carrier, mission number, and number of pallets/pounds moved. (During MINIMIZE, mark messages as required by AFI 37-124.)

4.13.6. Block IV, Carrier's Certificate of Services Performed. At destination station the QAE is responsible for securing contractor's certification of services performed. In appropriate spaces enter date the mission was completed and name and signature of carrier's representative (or aircraft commander if acting as a representative).

4.14. Correction of Erroneous AMC Form 8:

4.14.1. The AMC Form 8 will include in the remark section any data available that could affect contractor payment. In the event discrepancies in documentation which could affect payment are discovered after release of contractual documents, QAE will expedite, by message, necessary information to the CAMO and HQ AMC/DOYM.

4.14.2. Minor discrepancies which do not affect payment discovered after release of contractual documents will be forwarded by the en route, turnaround or terminating station QAE within three work-days in a message to the CAMO explaining the discrepancies.

4.15. Issuance of Supplemental AMC Form 8: For the purpose of making corrections after AMC Form 8 distribution has been made, the respective CAMO will be responsible for issuing supplemental AMC Form 8.

4.15.1. In the event the contractor loses the form after leaving the point of origin, the CA or, in this person's absence, the QAE at the next en route station, will prepare a new form using a serial number from this QAE's station and indicate in the remarks section that the original form was lost. The QAE will enter in the flight log summary only the passengers/cargo offloaded and onloaded at that station; each subsequent QAE will do the same. The carrier will be instructed to contact the CA or QAE, as applicable, at the point of origin, or at the last en route station where certificate was accomplished on the original form and request assistance. Upon receiving such a request, a new AMC Form 8 will be prepared from the information on the retained copy and certified as a true and accurate copy.

Chapter 5

CONTRACT OPERATIONS

Section 5A— Flight Operations

5.1. General. AMC contract carriers will assure that air taxi service used to support their AMC contract operation at a military station is approved by the support group commander. Failure to obtain prior approval could result in payment of landing fee and delay in departure.

5.2. Standards of Operation and Safety of Flight. Civil carrier pilots will immediately submit an AF Form 457, USAF Hazard Report, to the Air Force base operations where a hazardous incident occurs, or at any other Air Force base operations facility according to AFI 91-202. This regulation further provides that any person, military or civilian, even though not involved may also submit these hazard reports (HRs). HRs may be relayed via military radio facilities when such action is determined to be necessary by the pilot.

5.3. Weather Minimums. Although FAA has established normal basic weather minima, each carrier has the prerogative of requesting specific weather minima for takeoffs and landings at specific airports. Specific questions concerning a carrier's weather minima for a particular airport can only be answered by referring to the FAA-approved operations specifications. The official observation by the weather section at the airport concerned is the official source for determining existing weather conditions. See Section C of the airlift contract for further procedures.

5.4. Scheduling of Airlift - International. Schedules will be formulated and constructed based on user requirements and subject to terminal and/or airfield operations restrictions. Schedules agreed to between the TACC business area manager and carrier will be adhered to as closely as possible. Unauthorized configuration changes at the local level constitute unauthorized contracting actions and the individuals responsible may be held pecuniary liable for any additional cost to the government. Changes in configurations for mixed missions must be confirmed at least 24 hours prior to scheduled departure from originating station, with at least 72 hours desired.

5.4.1. Schedule changes: Category "B" passenger and cargo missions are procured and scheduled for operation over specific routes and on specific dates. Process the following schedule changes through the TACC to HQ AMC/DOYM for action:

5.4.1.1. Any change to the route specified by the contract or delivery order.

5.4.1.2. All changes to scheduled departure times not mutually agreed upon by the contract carrier and TACC scheduling personnel.

5.4.1.3. Any change in the performance date of more than 24 hours. Less than 24 hours prior to performance can be mutually agreed to between the carrier and TACC business area manager.

5.4.1.4. Scheduling changes may not be discussed by scheduling personnel with the carriers until HQ AMC/DOY has made the award.

5.5. International Mission Identifiers. Responsibility for assignment of mission identifiers rests with TACC. Instructions for encoding/decoding all AMC mission identifiers are published in parts A, B, and C of the monthly AMC Passenger and Cargo Schedules.

5.6. International Mission Monitoring by AMC. The TACC/XOG will mission monitor all civil augmentation aircraft. Mission monitoring is the surveillance of each mission as it progresses through all stops within the area of responsibility through the use of departure, arrival, and flight advisory messages, and the receipt and posting of such reports. Mission monitoring by TACC/XOG does not replace that prescribed by the FAA. CA will monitor and coordinate compliance periodically the TACC/XOC, CP, and/or AMCC.

5.7. Flight Crew Duty Time. Applicable FAA regulations and company/employee agreements will govern flight crew duty time.

5.8. Route Briefing:

5.8.1. The contract air carrier will provide all maps, charts, let down plates, and any guidance in the FAA-approved company operations manual (or route manuals) for the route to be flown, except as provided for in the AMC contract.

5.8.2. At all stations having an AMC briefing capability, an unclassified route briefing will be given to AMC contract carrier crews when they request it. This briefing will include information on the existence of buffer zones and procedures to follow so as to prevent inadvertent overfly of sensitive areas.

5.8.3. The AMC TACC will provide, and keep current, briefing material on buffer zones/sensitive area boundaries and procedures to all carriers. Material will be limited to unclassified data and sent to the attention of the vice president for operations. The ACO will assist as necessary. Each contractor is responsible for assuring that crewmembers are properly briefed, thus assuring the minimum essential information for crews transiting civil airports not having an AMC clearance/briefing capability.

5.8.4. Civil augmentation aircrews will report any buffer zone incidents or alleged violations involving their aircraft to the nearest CP/AMCC at first point of landing after the incident occurs. Copies of navigation logs and in-flight H/F position reports and a summary of known details will be provided to the CP/AMCC.

5.8.5. Classified briefings will be provided as directed by appropriate CONOPS.

5.9. Aircraft Call Signs/Marshalling Signals:

5.9.1. For the purpose of radio/telephone procedures, aircraft call signs will consist of the regular operator's designator, followed by the last five digits of the aircraft registration number except when using diplomatically cleared call sign.

5.9.2. Ground personnel at military bases to direct ground movement of contractor aircraft will use international aircraft marshalling signals.

Section 5B—Transportation

5.10. General. Passengers and cargo moved on AMC contract aircraft will be manifested according to procedures contained in AMCI 24-101. Deviation is authorized only when approved by HQ AMC/DON or as such deviation is prescribed by the terms of the AMC contract.

5.11. Passenger and Cargo Handling:

5.11.1. At stations where carriers are scheduled to originate, transit, or terminate through terminals operated by AMC or other military organizations in support of AMC airlift services the air terminal operator will handle operations, all DOD or DOD-authorized passenger and cargo. Receiving, warehousing, loading of aircraft, documentation, personnel processing, port and border clearance, load message information, transportation reporting, and maintaining necessary documentation will be according to AMCI 24-101.

5.11.1.1. Pets will be transported in passenger cabins and climate-controlled and ventilated cargo compartments in accordance with the current airlift contract. Questions on proper placement will be directed to carrier representatives and/or the Quality Assurance Evaluator (QAE).

5.11.2. At originating, en route and terminating military stations not having an AMC terminal facility (or other DOD air terminal facility), the responsibilities in paragraph 5.11.1. above, will be carried out by the respective AMC NAF having cognizance of the area in which the station is located. The sponsoring agency may assume these responsibilities if instructions and material for documentation are sent to the agency (AMCI 24-101).

5.11.3. At civil airports scheduled for onload, transit, or offload, where AMC passenger processing is not available, the contractor will care for all passengers and cargo handling. For passengers, service must be at least equal to that offered passengers in regular scheduled service traveling in an economy status and commensurate with customs, practices, and rules of the particular airport and country. For locations identified as channel extensions services will be provided as indicated in Attachment 1 of the current airlift services contract.

5.11.4. The contractor is responsible for the safe loading of the aircraft according to FARs and individual aircraft loading specifications. By contract, the government (AMC) accepts certain responsibilities relative to the safe loading.

5.11.5. DOD policy prohibits newsmen on contract flights who are not properly sponsored by DOD. Any news media representative or contract air carrier proposing such airlift should communicate directly with the Office of the Assistant Secretary of Defense for Public Affairs (OASD/PA) with information copies to HQ AMC/PAM and DOY.

5.12. Use of Available ACLs. Use of available ACLs will be according to provisions of the AMC contract and delivery orders, with maximum effort exerted towards utilizing all available ACL or cargo cube on both passenger and cargo missions according to that part of the contract entitled "Excess ACL."

5.13. International Passenger Ticket, Baggage Check, and Baggage Ticket:

5.13.1. HQ AMC/DONP will establish procedures to issue AMC Form 148 Series (Boarding Pass/Ticket/Receipt) to all passengers originating at military bases and commercial gateway locations. Procedures should be made to ensure the contractor fills out and issues boarding passes to each passenger originating at other commercial airports, when requested by the contracting officer's representative.

5.13.2. Responsibility and liability for checking baggage rests with the carrier as outlined in the contract. When AMC personnel are used to provide this service, they are acting as agents of the carrier, and the carrier in no way is relieved of liability for checking baggage, even when AMC forms and/or baggage tags are used. Any tracing of baggage, lost or found, while checked to a civil carrier will be done as a service to the carrier and in no way relieves the carrier of liability to the passenger concerned.

5.14. Notification in Event of Emergency. In case of emergencies involving contract carrier aircraft which result in loss by ditching or injury to personnel and/or loss of cargo or mail by accident, ditching, or jettisoning, follow the procedures of notification and reporting as outlined in AMCI 24-101 and 10-202, (also see AFJI 91-206 and AFI 91-204). Carrier's responsibility is outlined in the contract. Reporting of casualties will be according to AFI 36-3002.

5.15. Responsibility for Care of Passengers on Delayed Missions:

5.15.1. The airlift contracts require care for passengers during delays on Category "B" flights. The various conditions requiring contractor care of passengers are explained in the contract Performance Work Statement (PWS).

5.15.2. The CA and QAE/passenger service representative shall work in conjunction with the carrier representatives to ensure arrangements for care of passengers are accomplished, i.e., hotel, meals, and transportation. The carrier will provide all the facts/data pertaining to the nature of the delay and to any applicable care for the passengers. Flight progress information will be kept up to date so the passengers are fully informed.

5.15.3. Delays on Category "B" Missions:

5.15.3.1. Controllable to the Carrier: As specified in the contract PWS, during a controllable delay, the contractor will care for all manifested space required and space available passengers at the original manifest close out time, at originating, en route, turn-around and return en route stations. However, if the delay is in effect prior to that original manifest closeout time, carrier will not care for space available passengers. Under no circumstances will space available passenger be provided commercial air transportation at the expense of AMC or the carrier.

NOTE:

If space available passengers voluntarily get off the manifest, no care is provided. However, if space available passengers are bumped off the manifest, then AFI 37-161/AMCSUP 1 and AMCI 24-101 will apply for date/time of space available sign up. Normal manifest closeout time is 40 minutes prior to scheduled block time. The number of passengers manifested for on-load at en route traffic stop may not exceed the CTMP allocation or known number of seats available. Space-available passengers awaiting transportation at en route or turnaround stations are not the responsibility of the carrier until scheduled departure time at that station.

5.15.3.2. Uncontrollable to the Carrier:

5.15.3.2.1. The contractor has no responsibility for care of passengers to be boarded at originating, en route, turnaround, or return enroute stations during uncontrollable delays. However, all passengers on board the aircraft (after aircraft has blocked out, to include the duration of any operational stops) are the responsibility of the contractor. The delay time will be mutu-

ally agreed on between the government and the contractor to allow proper delay evaluation prior to caring for the passengers. When the contractor accepts passengers for surface transportation to an alternate departure airport, i.e., departing McGuire AFB in lieu of Baltimore Airport, the carrier will provide care for the passengers.

5.15.3.2.2. If an enroute or destination station is closed due to hostile action or the delay is the fault of the government, and such situation causes the carrier to care for the on-board passengers, the government will effect fair and reasonable reimbursement upon receipt of a valid invoice. Such passenger care will be limited to billeting and transportation to and from the billeting area.

5.15.3.2.3. The carrier shall not be in default because of any failure to perform this contract under its terms if the failure arises from causes beyond the control and without the fault or negligence of the carrier. Examples of these causes are (1) acts of God or of the public enemy, (2) acts of the government in either its sovereign or contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance, the failure to perform must be beyond the control and without the fault or negligence of the carrier.

5.15.3.2.4. Passenger Convenience Delays -- Category "B" Missions. At any time the delay is more than four hours past scheduled departure time, an additional delay of up to 12 hours may be required for passenger convenience at the discretion of the ACO or his/her delegated representative. The squadron/port operations officer will be briefed by the ACO or CA regarding the contract provisions and the rights of the government.

5.15.4. The contractor will not proceed with the flight until the additional rest time has elapsed. In establishing a new departure time, the squadron/port operations officer will consider not only the passengers at that station, but also the convenience of the passengers at follow-on stations, including turn-around stations.

5.15.4.1. Passenger convenience delays will not be declared just because four hours have elapsed since scheduled departure time. Prior to declaring the passenger convenience delay, the government will take into consideration factors such as total time passengers will be enroute, the affect on future missions, etc. The squadron/port operations officer will coordinate their proposed actions with CP and the CA, either in person, by message or telecon, except in emergency situations when contact cannot be made. Since only contracting officers are authorized to declare a passenger convenience delay, in cases where the responsible station officer is unable to contact the ACO and makes a unilateral determination to declare a passenger convenience delay, it will be necessary to process a ratification action if any extra costs are incurred and claimed by the contractor. Therefore, the responsible station officer will forward a fully documented report of the circumstances within 24 hours to the CA with copies to HQ AMC/DOYM and DONP.

5.15.4.2. A passenger convenience delay may be declared for down line stations, including turn-around and return enroute stations (only in conjunction with a delay at the station where the mission is in delay). This includes delays caused by nonavailability of equipment at points of origin. Once a mission is en- route, even in a delayed status, the contractor is to transit stations within scheduled ground times regardless of the time of day.

5.15.4.3. The QAE at the station where the delay occurs will notify all down line QAEs of the reason and extent of the delay.

5.15.5. Reporting Delays/Problems. Delays or problems regarding commercial airlift arising during nonduty hours which cannot be resolved through the field airlift contract administrator will be referred to the appropriate OL duty officer for resolution. If the OL duty officer cannot resolve the problem, then the problem will be referred to the HQ AMC/DOY duty officer. All contact with HQ AMC concerning commercial airlift problems during non-duty hours should be made through the Tanker Airlift Control Center (TACC), who (in turn) will contact the AMC/DOY duty officer and/or any other duty office required to resolve the problem. As a minimum, the TACC will be provided the following information:

5.15.5.1. Reason for delay or problem.

5.15.5.2. Revised ETIC/ETD.

5.15.5.3. Action taken by the contractor to provide their own substitute service; care provided during delay in the event a passenger convenience delay is declared.

5.16. Canceled/Rerouted/Diverted/Reschedule Missions:

5.16.1. Canceled. HQ AMC/DOYM is to be notified prior to the scheduled departure time of a Category "B" mission or a Category "A" cargo movement when sufficient traffic will not be generated so the contractor can be notified the mission or movement is canceled.

5.16.1.1.

5.16.1.2. Reroutes. Except for those missions which are purchased with alternate routings which can be rescheduled by TACC/XOO, XOB or XOP, as appropriate, HQ AMC/DOYM will reroute Category "B" missions as required. HQ AMC/DOYM must be notified of reroute requirements in advance of scheduled departure time of the Category "B" mission to be able to advise the contractor as far in advance as possible, but no later than 24 hours prior to scheduled departure time, that the mission is to be rerouted. TACC/XOO, XOB or XOP must approve such reroutes.

5.16.1.3. Whenever notifications to that contractor cannot be accomplished 24 hours prior to the scheduled departure of a round trip mission that is to be rerouted to a one-way mission, the ACO will attempt to secure the voluntary concurrence of the contractor to convert the mission to a one-way. In the event the contractor does not concur in a conversion to a one-way when notice given is less than 24 hours, the mission will be operated as a live round trip mission. When this situation occurs, the AMC NAF should exert every effort to get maximum utilization of that portion of the mission, which is requested to be canceled.

5.16.1.4. Reschedules. Schedules may be revised upon request of either the government or the contractor, provided the requester gives notice at least 12 hours prior to the scheduled departure time of the missions involved and the requested change is mutually agreed upon. Any changes in performance date of a mission of more than 24 hours will be processed through TACC/XOO, XOB or XOP to HQ AMC/DOYM for documentation. If a diversion affects the contractor's operation of other scheduled missions, the ACO will be responsible for coordinating an equitable rescheduling of the affected missions.

5.16.1.5. Diversions. Enroute rerouting of a mission due to weather, aircraft maintenance, medical emergency, or natural disasters will be coordinated through the ACO.

5.17. Procedures in Event of Labor-Management Disputes. When an AMC contract carrier is unable to operate a contract flight due to a strike, AMC must ensure the flights scheduled with the carrier are continued with the least amount of disruption. Military aircraft will be used if timely commercial substitute service is not available to move the passengers or cargo with the least delay. HQ AMC will tell the TACC if military aircraft will be used or if other commercial substitute service will operate the trip(s). Under the rules of contract airlift, strikes excuse the contractor from performance and also relieve the contractor from any excess costs incurred by the government. Therefore, the contractor does not have to care for the delayed passengers. Passengers port-called on the carrier's scheduled commercial flights must be stopped at the commercial airport and given ground transportation to the nearest military terminal. Military personnel must be briefed on the requirements of AFI 64-106.

5.18. Policy on Unlawful Seizure of AMC Contract Airlift: Initial action by base or senior local commanders when notified of a hijacking threat on the ground, will be to delay the movement of the aircraft. This action allows time for ground and aircrew personnel to establish communications and execute coordinated resistance actions. Simultaneous with delaying actions, the local commander will notify the National Military Command Center (AFI 13-207). Except when requested by the aircraft commander, or to protect life or property, local commanders will not exercise the use of force against a contract carrier aircraft.

Chapter 6

AIRCRAFT DIPLOMATIC LANDING/OVERFLY PROCEDURES CONTRACT/CHARTER MISSIONS

6.1. General:

6.1.1. Civil air carriers operating AMC contract flights do not acquire the formal status of state aircraft unless the particular aircraft is specifically designated as such by the United States Government (USG). As a matter of policy, it is the practice of the USG not to formally designate such aircraft as state aircraft. Civil aircraft operating AMC contract airlift missions are unscheduled civil aircraft. Such DOD contract aircraft, the entire capacity of which has been reserved for the exclusive use of United States Military authorities and is being "used in military services" within the meaning of Article 3 of the 1944 Convention International Civil Aviation (Chicago Convention), are eligible for designation as state aircraft under the convention. Although many Status of Forces and Base Rights Agreements to which the United States is a party grant DOD contract aircraft the same rights of access, exit, and freedom from landing fees and similar charges enjoyed by United States military aircraft under the agreements, such agreements do not have the effect of declaring DOD contract aircraft to be military aircraft or any other form of state aircraft. A major reason for this United States policy is the lack of statutory authority for assumption of liability by the USG on a routine basis for tort claims arising from the activities of contract aircraft. A state must accept full responsibility for the operation of its state aircraft. The USG has neither the operational control nor legal authority to meet this responsibility with respect to contract aircraft.

6.1.2. The clearance of contract carrier overflights must also take into account Article 35 of the Chicago Convention. Article 35 provides that munitions of war may not be carried into or over a state by civil aircraft without the permission of that state. States may define, by regulation, what constitutes munitions and implements for purposes of Article 35. Accordingly, in order to avoid claims from states that we are violating or circumventing Article 35, AMC and its carriers should ascertain whether any state in which the carrier will land or overfly requires special clearance of the flight because of the nature of the military cargo being carried.

6.1.3. Further clarification is also necessary with respect to procedures for obtaining overflight and landing clearances. Civil contract aircraft should use the clearance procedures depicted for nonscheduled commercial aircraft in the international flight information manual except when AMC procures the clearance for those countries listed in para 6.1.4. when the DOD Foreign Clearance Guide (FCG) is used. The United States Defense Attaché Office (or other requesting authority) must ensure it is clear to the foreign government the aircraft is a civil aircraft under contract to DOD and not a military aircraft. AMC agencies will not obtain overflight and landing clearances for civil aircraft (except as indicated in paragraph 6.1.4.) as this is a carrier responsibility. TACC International Clearance Branch (XOCZD) will assist to resolve any problems if:

6.1.3.1. Commercial carriers have not received action in a reasonable amount of time.

6.1.3.2. The requirement consists of hazardous/explosive material for Italy, Portugal and Saudi Arabia.

6.1.3.3. Short notice buys.

6.1.3.4. Specifically requested by Contracting Officer.

6.1.4. The following foreign governments require the TACC International Clearance Branch (XOCZD) to obtain all civilian clearances for AMC contracted airlift:

6.1.4.1. Spain.

6.1.4.2. Turkey.

6.1.4.3. Saudi Arabia (special note - civilian carriers will be denied entry into Saudi airspace if incorrect call sign or clearance number is used).

6.1.4.4. Egypt - (when operating into an Egyptian military air base only) civil carriers will obtain otherwise.

6.1.4.5. Lajes AB, Azores Portugal may be requested on the 10th of the month prior to entry in a one time basis message. All additional missions are the responsibility of the carrier.

6.1.5. Civil air carriers operating AMC contract flights should plan their routing to avoid sensitive countries, i.e., Switzerland, Austria, and Yugoslavia.

6.2. Procedures. Civil augmentation carriers must continue to comply with existing clearance requirements/procedures for obtaining permission to use the airspace and territories of other countries over which the carrier aircraft flies while performing, positioning for, or depositing from an AMC contract/charter mission. Under certain contingencies, it may be necessary for AMC to obtain all clearances dependent upon the desires/directions of individual countries.

Chapter 7

DOMESTIC AIRLIFT

Section 7A—Long Term

7.1. All long-term, DOD domestic airlift operations are subject to oversight by FAA, DOT and the DOD Air Carrier Survey & Analysis Office. In the case of FAR Part 12 commercial contracts, the contractor's standard surveillance procedures will generally apply. Additional surveillance procedures, similar to the following, may apply as necessary:

7.1.1. The designated government representative will conduct inspections using a contracting officer approved checklist tailored to specific contract requirements, including schedule reliability and forward to the ACO or ACO representative.

7.1.2. The contracting officer will evaluate the completed checklist and take appropriate action when required. In determining the appropriate action, the contracting officer should consider, among other things, the contractor's total performance under the contract.

Section 7B—Short Term

7.2. As with long-term airlift, short-term domestic airlift operations are also subject to oversight by FAA, DOT, and the DOD Air Carrier Survey & Analysis Office. The Master Solicitation will be used to award all one-time domestic charter contracts. Except where noted in the individual contracts, the terms and conditions of the Master Solicitation, as amended, will apply. Government surveillance will be accomplished in accordance with this regulation and the Quality Assurance Surveillance Plan.

Chapter 8

COMMERCIAL AIRLIFT EVALUATION PROGRAM

8.1. Scope. This chapter describes an evaluation program for quality assurance within the AMC commercial passenger and cargo airlift system. This program is according to AFM 64-108 and outlines responsibilities for personnel involved with the program.

8.2. Commercial Airlift Evaluation Program (CAEP) Objective. This program is implemented to ensure the government pays only for services received meeting the requirements of AMC commercial airlift contracts. This is achieved by systematically and fairly evaluating the contractor's total performance throughout the contract period. The CAEP includes:

- 8.2.1. Reviewing the contractor's quality control program to ensure it covers all phases of the airlift contract. The Inspection of Services Clause makes this program mandatory on the contractor.
- 8.2.2. Ensuring evaluations are performed per guidance in this regulation.
- 8.2.3. Properly training QAEs before performing their duties.
- 8.2.4. Ensuring a surveillance program is designed and implemented to evaluate carrier in-flight services.

8.3. Methods of Surveillance, Evaluation, Inspection. These are fully explained in the Quality Assurance Surveillance Plan (QASP).

8.4. Inspection of Services Clause. An inspection clause will be placed in Section E of applicable solicitations and contracts. This clause delineates rights and responsibilities of both the government and contractor in conforming to contract requirements. Authority to perform Range Rides (in-flight inspections), ramp inspections, medical inspections, and personnel designated as QAEs stem from the authority in this clause.

8.5. Responsibility for Program. HQ AMC/DO is responsible for ensuring a surveillance program is established to evaluate contractor performance for AMC airlift contracts.

8.6. HQ AMC/DON, Aerial Port Operations Division (Functional Area Chief) Responsibilities.

- 8.6.1. HQ AMC/DON is responsible for determining the level of surveillance required and writing a QASP. The plan should clearly define QAE responsibilities and identify surveillance techniques and their application. The plan should also explain how to document and report deficient performance. Additional responsibilities of DON are:
- 8.6.2. Evaluating the contractor's proposed quality control plan.
- 8.6.3. Participating in preaward surveys.
- 8.6.4. Designating a command QAE to oversee QAE activities and work closely with CAEP coordinator.
- 8.6.5. Ensuring the QAE appointment policy is properly carried out.
- 8.6.6. Ensuring functional training is provided to ensure QAEs are technically competent.

8.7. HQ AMC/DOY, Contract Airlift Division (Contracting Office) Responsibilities.

- 8.7.1. Designate a CAEP coordinator to manage the program, assist functional areas, and work closely with the command QAE.
- 8.7.2. Assist HQ AMC/DON in reviewing the contractor's proposed quality control plan and notify the contractor if the plan is acceptable or unacceptable.
- 8.7.3. Ensure QAEs are furnished copies of the contract statement of work and other applicable documents.
- 8.7.4. Perform station visits to ensure surveillance is being done properly. This responsibility may be delegated. The visits will be documented on AMC Form 126.
- 8.7.5. Document the contractor's performance and take corrective action when performance does not meet standards. This responsibility may be delegated.

8.8. Aerial Port Commanders' or Senior Installation Managers' Responsibilities.

8.8.1. Appoint qualified QAEs. The QAE sets the tone of the working relationship between the contractor and the government. The QAE, must be knowledgeable and able to use mature judgment. QAEs must be free of duties that would interfere with the performance of contract surveillance duties. Appointment of QAEs must be made in writing. See [Attachment 7](#) for the appointment letter format. Address the appointee's qualifications. Include a statement that appointee's records have been reviewed and he/she appears suitable for duties. Include a statement that appointee has been properly trained.

8.8.1.1.

8.8.1.2. Appoint a sufficient number of QAEs to ensure adequate surveillance during all days and hours of normal and contingency operations.

8.9. Quality Assurance Evaluators (QAEs). QAEs are individuals properly appointed to perform surveillance and document contract discrepancies. They are trained in contract surveillance techniques as well as Standards of Conduct.

8.9.1. QAEs are responsible to:

8.9.1.1. Maintain technical competency in the AMC airlift contract.

8.9.1.2. Obtain and maintain proficiency in contract surveillance techniques.

8.9.1.3. Observe/inspect actions of the AMC contract carrier in accordance with Chapter 8 of this instruction and applicable Quality Assurance Surveillance Plan.

8.9.1.4. Provide necessary carrier surveillance to ensure compliance with the contract, report violations, (AMC 166b) and complete 166a Commercial Carrier Passenger/Cargo Preflight Checklist per instructions in Quality Assurance Surveillance Plan, which serve as checklists for evaluating carrier compliance with the contract. The AMC Form 166a will be accomplished for 100% of passenger mission departures from originating, enroute and turnaround stations and AMC 166a for 50% of cargo mission departures from originating, enroute and turnaround stations.

8.9.1.5. Maintain control of all aerial port personnel working around aircraft. This is critical during concurrent operations when added safety measures must be in place.

8.9.1.6. Responsibility: Delegation of authority to perform inspections and authenticate the applicable AMC Form 166a will be made in writing by the aerial port/terminal commander or station transportation officer to the individual responsible for the QAE function as outlined in paragraph 2.5. of this instruction and the QASP.

8.9.2. QAE Qualifications.

8.9.2.1. The QAE must have the technical knowledge (5-skill level equivalent or higher) and experience sufficient to observe contractor performance and determine whether services do or do not meet standards prescribed in the airlift contract.

8.9.2.2. The QAE must know and comply with Federal Acquisition Regulation (FAR) Part 3, Improper Business Practices and Personal Conflicts of Interest, DOD 5500.7-R, Joint Ethics Regulation, and AFG 64-11.

8.9.3. QAE Appointment. The local aerial port commander or senior installation manager will appoint QAEs. This appointment may only be made after the individual has received initial training outlined in paragraph 8.9.4. of this instruction. The sample appointment letter is shown at **Attachment 7**. When completed, appointment letters will be filed in the station's QAE file and a copy sent to the regional CA, HQ AMC/DONP, and the contractor's authorized station representative.

8.9.4. QAE Training. QAE training is one of the most important aspects of the CAEP.

8.9.4.1. Initial training must be completed before a person can be appointed as a QAE and will include, as a minimum:

8.9.4.1.1. Air Transportation Computer Based Training (ATCBT lessons QA01-05).

8.9.4.1.2. Base Level QAE Training/Phase I. Training is normally referred to as "base-level QAE training" and is normally provided by the local base-contracting office.

8.9.4.2. Phase II training is required to be performed within 90 days of appointment as a QAE.

8.9.4.2.1. Regional CAs have the option of performing QAE training utilizing the AMC Airlift Contract QAE Training Program Handout and Quality Assurance Evaluator Training Guide which combines Phase I and II training, in lieu of the base level QAE training. As a minimum, this training should include contracting officer authority, QAE authority, standard of conduct, QAE responsibilities, and contract requirements.

8.9.4.2.2. For Navy Air Terminal activities, Navy Supply System originated and approved Contracting Officer Representative (COR) training is acceptable as an equivalent for base level QAE training as long as the remainder of the QAE training requirements stipulated herein are satisfactorily completed and documented.

8.9.4.3. At a minimum, refresher training will be conducted annually.

8.9.4.4. All QAE training will be documented and maintained in the station QAE file and individual OJT records if applicable.

JOHN M. LEDDEN, SES, Principal Deputy Director of
Operations for Transportation, Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

Public Law 99-661, FY 87 National Defense Authorization Act

FAR Part 12, Acquisition of Commercial Items

DoDD4500.53, Commercial Passenger Airlift Management and Quality Control 15 May 97

DoDD 5500.7, Standards of Conduct

DoDD 55007-R, Joint Ethics Regulation

AFI 10-1001, Civil Aircraft Landing Permits

AFI 10-1002, Agreements for Civil Aircraft Use of Air Force Fields

AFI 13-207 Preventing and Resisting Aircraft Piracy (Hijacking)(FOUO)

AFI 25-201, Support Agreement Procedures

AFI 34-401, Changed to: AFI 34-239, Food Service Management Program

AFI 34-601 Changed to: AFI 34-246, Air Force Lodging Program

AFI 37-124, The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collections (will convert to AFI 33-324)

AFI 37-161/AMC Sup 1, Distribution Management

AFI 41-115, Authorized Health Care and Health Care Benefits in the Military Health Services (MHSS)

AFI 91-204, Safety Investigations and Reports

AFI 37-161/AMC Sup 1 Duplicate from above

AFJI 23-207, Aviation Fuel and Oil Issues to Contract, Charter, and Civil Aircraft

AFJI 91-206, Participation in a Military or Civil Aircraft Accident Safety Investigation

AFM 64-108, Service Contracts

AFM 67-2, Rescinded – reference removed from instruction

AFMAN 23-110, V2, Part 13, Standard Base Supply Customers Procedures

AMCI 10-202, V2, AMC Command and Control (C2) Responsibilities and Procedures.

AMCI 21-111, Ramp Inspection Program

AMC 24-101, V14, Military Airlift – Passenger Service.

AMCR 55-8, Changed to AMCI 10-402, Civil Reserve Air Fleet

AR 37-27, Changed to: AR 37-49 Budgeting, Funding and Reimbursement for Base Operations support of Army Activities..

DOYOI 37-03, Duties and Responsibilities of the Headquarters Administrative Contracting Officer

DOYOI 37-04, Carrier Departure Performance and Evaluation Procedures

Abbreviations and Acronyms

ACAS—Air Carrier Analysis Support System

ACL—Allowable Cabin Load

ACO—Administrative Contracting Officer

ADANS—Airlift Deployment and Analysis System

AFSC—Air Force Specialty Code

AGE—Aerospace Ground Equipment

AIP—Aeronautical Information Publication—

AMC—Air Mobility Command

AMCLO—AMC liaison officer

AMCC—Air Mobility Control Center

AMC NAF—Air Mobility Command Numbered Air Force (21 AF and 15 AF)

AME—Air Mobility Element

A&P—Airframe and Power Plant

ATA—AMC Transportation Authorization (applicable DD Form 1482, i.e., 1482-1, 482-4, or 1482s)

BB—Bulletin Board

BPA—Blanket Purchase Agreement

CA—Contract Administrator

CAEP—Contract Airlift Evaluation Program

CAM—Commercial Airlift Movement

CAMO—Contract Airlift Management Office

CATO—Contracted Air Terminal Operations

CFR—Code of Federal Regulation

CONOPS—Concept of Operations

CP—Command Post

CRAF—Civil Reserve Air Fleet

CSS—Chief Servicing Supervisor

DFSC—Defense Fuel Supply Center

DO—Director of Operations/HQ AMC

DOB—DoD Air Carrier Survey and Analysis Division/HQ AMC

DOBA—DoD Air Carrier Analysis Branch/HQ AMC

DOBF—DoD Air Carrier Survey Branch/HQ AMC
DoD—Department of Defense
DOF—Special Assistant for Civil Air/HQ AMC
DON—Aerial Port Operations Division/HQ AMC
DONC—Cargo Management Branch/HQ AMC
DONP—Passenger & Traffic Management Branch/HQ AMC
DOY—Contract Airlift Division/HQ AMC
DOYA—Airlift Procurement Branch/HQ AMC
DOYM—Contract Airlift Mgmt Branch/HQ AMC
ETD—Estimated Time of Departure
ETIC—Estimated Time in Commission
FAA—Federal Aviation Administration
FAR—Federal Aviation Regulation or Federal Acquisition Regulation
FCG—Foreign Clearance Guide
FLIP—Flight Information Packet
GACL—Guaranteed Allowable Cabin Load
GDSS—Global Decision Support System
GTR—Government Transportation Request
HR—Hazard Report
IATA—International Air Transportation Association
IFA—Inspection Frequency Analysis
JAQ—Civil and Air Law Division, HQ AMC/ Staff Judge Advocate
LG—Director of Logistics/HQ AMC
LGA—Airlift/Aircraft Maintenance/HQ AMC
MEL—Minimum Equipment List
MRS—Mission Route Support
MTMC—Military Traffic Management Command, Department of the Army
NAF—Numbered Air Force
NTSB—National Transportation Safety Board
OSD—Office of the Secretary of Defense
PCO—Procuring Contracting Officer
POL—Petroleum, Oil, Lubricants

PRC—Passenger Reservations Center

PWS—Performance Work Statement

QAE—Quality Assurance Evaluator

QASP—Quality Assurance Surveillance Plan

RCS—Report Control Symbol

SAAM—Special Assignment Airlift Mission

SCR—Supervisory Contract Representative

SE—Director of Safety/HQ AMC

SG—Command Surgeon/ HQ AMC

SGP—Aerospace Medicine/HQ AMC

SGPM—Public Health/HQ AMC

SSS—Signature Security Service

TACC—Tanker/Airlift Control Center

TALCE—Tanker/Airlift Control Element

TOA—Transportation Operating Agency

TMO—Traffic Management Office

TR—Transportation Request (as appropriate)

UN—United Nations

USG—United States Government

Terms

Administrative Contracting Officer (ACO).—Contracting officers assigned to manage airlift contracts acting within specific authority as delegated by the PCO and Federal Acquisition Regulations.

Airlift Service.—The movement of passengers and/or cargo by air and all services incidental thereto.

Manifests.—Movement record of traffic transported on aircraft operated by, for, or under the control of the DoD.

Category "A"—Transportation of less than full planeload lots of cargo by regularly scheduled air carriers over their commercial routes and under contract to AMC.

Category "B"—Transportation in planeload lots of passengers/or cargo on chartered flights contracted by AMC.

Category "Z"—Movement of passengers on GSA City Pairs or US Flag CRAF carriers' regularly scheduled commercial flights using GTRs/tickets as travel authorizations.

AMC Form 166a, Commercial Carrier Passenger/Cargo Preflight Checklist.—Checklist used for inspecting civil air carrier passenger and cargo aircraft prior to departure at originating, enroute and turnaround stations.

AMC Form 166b, Contract Discrepancy or Violation Notice-Civil Airlift.—Form used for reporting contract discrepancies or violations to higher headquarters.

AMC Form 166c, Commercial Air Range Ride Checklist.—Form used for inspecting civil air passenger missions during flight.

Common User Airlift Service.—The airlift service (military or commercial augmentation) provided on a common basis for all DoD agencies and as authorized for other components of the US Government.

Operating Locations (OLs).—Located at McGuire AFB NJ (OL-G) and Travis AFB CA (OL-F).

Contract Administrator (CA).—Individuals assigned by AMC at strategic locations throughout the world as a representative of the ACO. The CA assists in the management of assigned contracts acting within specific authority as delegated by the ACO or as specified in this regulation.

Contract Carrier.—A civil air carrier operating pursuant to a contract.

Procuring Contracting Officer (PCO).—A contracting officer designated to solicit, negotiate, and award airlift contracts.

Quality Assurance Evaluator (QAE).—An individual delegated to perform functions at strategic originating, en route, and terminating stations with duties and responsibilities as outlined herein. The “eyes and ears” of the administrative contracting officer.

Command QAE.—A transportation officer designated by HQ AMC/DO and charged with the responsibility of working with the ACO/CA on matters directly affecting the performance and administration of civil augmentation airlift.

Revenue Route Support.—Route support transportation of personnel/cargo for an AMC airlift contractor as government-sponsored transportation which is reimbursable to the Transportation Working Capital Fund. The personnel/cargo transported must be bona fide and in direct support of AMC contract operations.

Intercompany Route Support.—Authorized route support transportation of personnel/cargo for one AMC airlift contractor by another AMC airlift contractor in direct support of an AMC airlift contract.

Intracompany Route Support.—Authorized route support transportation of personnel/cargo by an AMC airlift contractor in direct support of that contractor’s own AMC airlift contract.

Special Assignment Airlift Mission (SAAM).—A mission requiring special pickup/delivery at locations other than those established within the approved channel structure or requiring special consideration because of the number of passengers, weight or size of the cargo, urgency or sensitivity of movement, or other special factors.

On-site Survey.—A comprehensive on-site evaluation by a DoD survey team to assess factors bearing on the suitability of a civil air carrier to perform airlift service for DoD agencies.

Cockpit Observers.—DoD personnel designated to observe aircrew cockpit operations on commercial air carrier aircraft.

Range Riders.—Those personnel designated by HQ AMC/DOYM to perform in-flight service and cabin inspections.

Cockpit Observations.—A military, FAA, or other designated person who, during missions, observes flight crew procedures, safety practice; aircraft airworthiness.

Ramp Inspection.—A ramp inspection (prior to operation or flight) of an aircraft by military, FAA or other designated personnel knowledgeable in basic aircraft maintenance and safety of flight.

Unsafe Aircraft.—An aircraft with a known or suspected condition that would make operation for safe flight questionable.

Attachment 2

SAMPLE AMC 166A, COMMERICAL CARRIER PASSENGER/CARGO PREFLIGHT CHECKLIST

COMMERCIAL CARRIER PASSENGER/CARGO PREFLIGHT CHECKLIST

1. NAME OF CARRIER AND CONTRACT NUMBER

2A. MISSION NUMBER

2B. DATE

3. TYPE AIRCRAFT AND TAIL NUMBER

4A. GAC (PAX & LBS) (RAW CONTRACT)

4B. ACFT CAFE (PAX & LBS)

5. ROUTING

6. INSPECTED AT

7A. TIME POSITIONED (ZULU-SCHEDULE/ACTUAL)

7B. DEPARTURE TIME (ZULU-SCHEDULE/ACTUAL)

7C. ARRIVAL TIME (ZULU-SCHEDULE/ACTUAL)

8A. NAME OF CARRIER REPRESENTATIVE

8B. NAMES AND TITLES OF GOVERNMENT PERSONNEL

II. CHECKLIST ITEMS

	SAT	UNSAT	N/A		SAT	UNSAT	N/A
PASSENGER CHECKLIST (EXTENSIONS ONLY)				10. AIRCRAFT CABIN PREFLIGHT (PASSENGER) (Continued)			
A. Passenger check-in briefing				1. Passengers seated and in sufficient quantity			
2. Baggage handling				2. Meal service (eating utensils) on board (if required)			
3. Boarding passes				3. Towels on board for hot towel service			
4. Crew operating aircraft				4. Safety briefings, briefed on board			
10. AIRCRAFT CABIN PREFLIGHT (PASSENGER)				5. Flight attendant kit and FAA medical kit available			
a. Sufficient carrier personnel to work flight when scheduled ground (170) (170/mission, shorting, loading, etc.)				6. Lavatories - clean and well-stocked			
b. APU on board (if required) and in working order				7. Flight attendants briefed in briefing			
c. Cabin decontaminated				8. Head count corresponds to government manifest			
d. Seat marking (RAW the contract)				11. AIRCRAFT EQUIPMENT (CARGO)			
e. Seats in working order and required (not broken)				a. Cargo compartments (permissible with no obstructions)			
f. Seat covers (clean and not frayed)				b. Floor loading (floor supply compartmentary method)			
g. Head rest covers (if required)				c. Tie-down fittings and devices (present and serviceable)			
h. Seats not blocked				d. Hot systems and warning devices (operational)			
i. Crew bags not stored in overhead bins				e. Cargo compartment lighting			
j. Pillows and blankets in sufficient quantities				f. Seats (two available for egress)			
k. Reading lamps in working order				g. Powered on time			
11. Passenger service and in quarters (RAW the contract)				12. MISSION DELAY ACTIONS			
a. Amenity (phone for kids, playing cards, etc.)				a. Timely status reports on delay provided			
b. Audio and intercom in working order				b. Meals provided as required			
c. Airlines - cargo clean and not frayed				c. Delay events reported timely			
d. Galley - clean and adequately equipped/stocked				d. Transportation sufficient to leave			
e. Galley refrigeration in proper working order				e. Adequate coordination by carrier rep			

12. WERE ANY SAFETY VIOLATIONS OBSERVED?

YES (EXPLAIN IN ITEM 13)

NO

13. WERE ANY CONTRACT VIOLATIONS ISSUED?

YES (ATTACH COPY OF AMC FORM 166B)

NO

14. ADDITIONAL COMMENTS/OBSERVATIONS (CONTINUE ON REVERSE IF NECESSARY)

14. EVALUATED BY (NAME/ORGANIZATION)

15. SIGNATURE

AMC FORM 166A, 19991015 (EF-VI)

REPLACES AMC FORM 166, 19820021, AND AMC FORM 166A, 19820021

14. REMARKS (CONTINUED)

AMC FORM 166A, 19991015 (EF-VI) (REVERSE)

Attachment 3

RESERVED

Attachment 4

SAMPLE AMC 166B, CONTRACT DISCREPANCY OR VIOLATION NOTICE -
CIVIL AIRCRAFT

CONTRACT DISCREPANCY OR VIOLATION NOTICE - CIVIL AIRCRAFT			
TO: (See AMC Instruction 24-201)			
615 AMOG/TRC, Travis AFB CA			
CONTRACTOR		CONTRACT NUMBER	DELIVERY ORDER NUMBER
American International Airways (AIA)		F11626-98-D0012	0011
DATE OF NON-COMPLIANCE	PLACE	TYPE AIRCRAFT/NUMBER	MISSION NUMBER/DATE
19990906	Travis AFB	B747/Tail 00701	OU79/6 Sep 99
CONTRACT PROVISION(S) NOT COMPLIED WITH Section H, paragraph 1c(8), page H4			
DESCRIPTION OF NON-COMPLIANCE The contractor failed to have the required number of headsets and cords available for refueling. The contract requires the contractor to furnish two headsets with cords.			
RECOMMENDED CORRECTIVE ACTION BY QAE Recommend the contractor have the required number of headsets and cords available for use during refueling.			
TYPED NAME OF REPORTING INSPECTOR		GRADE	TITLE
John Doe		MSgt	Quality Assurance Evaluator
ORGANIZATION		DATE (YYYYMMDD)	SIGNATURE
60 APS/TRO, Travis AFB		19990907	
Receipt hereof does not constitute concurrence that a discrepancy and/or violation has in fact occurred.			
TYPED NAME OF CONTRACTOR'S REPRESENTATIVE		SIGNATURE	
Carrier Rep's name			

Attachment 5

SAMPLE AMC 166C, COMMERCIAL AIR RANGE RIDE CHECKLIST

COMMERCIAL AIR RANGE RIDE CHECKLIST													
I. IDENTIFICATION DATA													
1. NAME OF CARRIER/CONTRACT NUMBER World Airways/F11626-98-D0010				2. MISSION NUMBER AND DATE WL17/2 Jun 99				3. TYPE AIRCRAFT/TAIL NUMBER DC-10/MAZ					
4a. GACL (PAX/LBS) (IAW CONTRACT) 330 pax/80,250 lbs			4b. ACFT CAPE (PAX/LBS) 330 pax/88,500 lbs			5. ROUTING KBWI-KNGU-LERT-LIRN			6. INSPECTED BETWEEN KNGU-LERT-LIRN				
7a. TIME POSITIONED (ZULU)-SCHEDULED/ACTUAL 1400Z/1400Z				7b. DEPARTURE TIME (ZULU)-SCHEDULED/ACTUAL 1820Z/1756Z				7c. ARRIVAL TIME (ZULU)-SCHEDULED/ACTUAL N/A					
8a. NAME OF CARRIER REPRESENTATIVE John Doe, Carrier Rep; Jane Smith, Sr. Flt Attendant							8b. NAME OF GOVERNMENT PERSONNEL/TITLE Bob White, KNGU Terminal Mgr.						
II. TYPE TERMINAL													
AMC		CATO		GTWY		C-EXT		OTHER		<input checked="" type="checkbox"/>			
III. CHECKLIST ITEMS				SAT		UNSAT		N/A		III. CHECKLIST ITEMS (Continued)			
9. PASSENGER CHECK-IN SERVICE										12. CABIN CREW PERFORMANCE			
a. Passenger check-in processing				<input checked="" type="checkbox"/>						a. Safety briefing IAW FAA guidelines (emergency exits, life rafts, emergency oxygen equipment, life preservers, etc.)			
b. Baggage handling				<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>			
c. Boarding process				<input checked="" type="checkbox"/>									
d. Ground operations (overall)				<input checked="" type="checkbox"/>						b. Flt Attendants:			
e. Head count taken corresponds to gov't manifest (Domestic)								<input checked="" type="checkbox"/>		(1). Clean/neat appearance			
f. Proper load of Military Imped or Hazmat (Domestic)								<input checked="" type="checkbox"/>		(2) Working relationship as a team			
g. Actual scaled weights used (Domestic)								<input checked="" type="checkbox"/>		(3) Courteous toward passengers			
10. AIRCRAFT CABIN										13. IN FLIGHT SERVICE			
a. APU (if required) in working order at enroute stops				<input checked="" type="checkbox"/>						a. Cockpit or cabin crew briefed:			
b. Seat spacing comfort (observation)						<input checked="" type="checkbox"/>				(1) Cruising altitude			
c. Seats in working order/recline (not broken)				<input checked="" type="checkbox"/>						(2) Wea/temp at enroute stops & destination			
d. Seat covers (clean and not frayed)				<input checked="" type="checkbox"/>						(3) Est time arrival at enroute stops & destination			
e. Headrest covers (if required)				<input checked="" type="checkbox"/>						(4) Unusual or irregular events			
f. Seats not blocked				<input checked="" type="checkbox"/>						b. Meal service:			
g. Crew bags not stowed in overhead bins				<input checked="" type="checkbox"/>						(1) Meals/snacks served IAW contract			
h. Pillows/blankets in sufficient quantities				<input checked="" type="checkbox"/>						(2) Meals served w/metal flatware utensils (if required) (also w/placemats; foil removed, etc., service equal to comm'l economy class)			
i. Reading lamps in working order				<input checked="" type="checkbox"/>						(3) Meals served courteously			
j. Magazine quantities/current IAW contract				<input checked="" type="checkbox"/>						(4) Meal quality			
k. Intercom system in working order				<input checked="" type="checkbox"/>						(5) Beverages in adequate quantities			
l. Aisles-carpet clean and not frayed				<input checked="" type="checkbox"/>						(6) Hot towel service as required			
m. Flt attendants assisted in boarding				<input checked="" type="checkbox"/>						14. MISSION DELAY/LATE ARRIVAL ACTIONS			
11. INFLIGHT NEEDS/COMFORT										a. Non-stop if required by contract			
a. Lavatories cleaned/serviced during flt				<input checked="" type="checkbox"/>						b. Status reports on delay provided timely			
b. Lavatories not blocked for crew use only				<input checked="" type="checkbox"/>						c. Meals provided as required			
c. Video/audio equipment operational						<input checked="" type="checkbox"/>				d. Hotel rooms acquired timely			
d. Movies shown not older than 2 years				<input checked="" type="checkbox"/>						e. Transportation to/from hotels			
e. Movies/TV shows shown were G/PG				<input checked="" type="checkbox"/>						f. Adequate coordination by carrier rep			
f. Cabin temperature comfortable (68-74 degrees F)				<input checked="" type="checkbox"/>						15. FLIGHT TERMINATION SERVICE			
g. Passenger amenities (children's channel, playing cards, etc.)				<input checked="" type="checkbox"/>						a. Baggage delivery			
										b. Customs/Immigration processing			
										c. Baggage interlining			
										d. Pet delivery			
										e. Overall helpfulness of carrier rep at termination			
16a. WERE ANY SAFETY VIOLATIONS OBSERVED?				<input type="checkbox"/> YES (EXPLAIN ON REVERSE)				<input checked="" type="checkbox"/> NO					
16b. WERE ANY CONTRACT VIOLATIONS ISSUED?				<input checked="" type="checkbox"/> YES (ATCH A COPY OF AMC FORM 166B)				<input type="checkbox"/> NO					
17. ADDITIONAL COMMENTS/OBSERVATIONS ON REVERSE?				<input checked="" type="checkbox"/> YES (SEE REVERSE)				<input type="checkbox"/> NO					
18. EVALUATED BY (NAME/ORGANIZATION) Rick Rangerider, HQ AMC/DOYMA							19. SIGNATURE						

AMC FORM 166c, JUN 1998 (EF) (FormFlow 2.15)

PREVIOUS EDITION IS OBSOLETE

Item 10b - Seat spacing may be equal to commercial scheduled service, but it's still too narrow. I observed many passengers adjusting their position and walking around trying to get comfortable.

Item 11c - Movies/videos not operational in Cabin B for entire mission. Mechanic at KNGU was unable to repair. AMC FM 166b, violation issued. (see atch)

Meals consisted of

Movies shown were

etc, etc.

Attachment 6

COMPUTATION OF DEFICITS

PASSENGER DEFICITS:

Type Aircraft	Seats Not Usable	Deficits
All Types	Each seat	One passenger

NOTE: If the Government elects to move excess baggage, courier material, mail or cargo, each 245 lbs or fraction thereof counts as one passenger and reduces the deficit accordingly, but only to the extent that the cumulative baggage allowance was exceeded.

CARGO DEFICITS

	Compartments/Pallets	Cargo
Type Aircraft	Not Made Available	Flights
DC-8F/B707-320C	Each Pallet	5615 lbs
DC-8-60 series	Each Pallet	5000 lbs
B-727	Each Pallet	4500 lbs
B-747-100/200	Each Pallet	See note 1
DC-10-30/40	Each Pallet	See note 1

NOTES 1. Due to the variance in the number of pallets by type of widebody aircraft by carrier, compute the deficit in the following manner.

1.1. Divide the GACL (in pounds) by the number of pallets on the aircraft. This provides the weight in pounds of each pallet.

1.2. Multiply the weight of each pallet by the number of pallets that were not made available.

2. If the Government elects to hand load cargo in a part of these areas the weight of such cargo will be deducted from the deficit.

3. When part of the main cabin (compartments or pallets) is not made available to the Government for cargo the deficit will be the difference between the GACL and the total weight of the cargo and pallets unloaded (including cargo in the belly), adjusted for the tare cargo weight on hand (crated cargo less pallets) to be moved. The Government must be in a position to use the space not made available in order to charge a deficit. When the deficit computed is more than the deficit computation in the above chart, for particular compartments or for each pallet, these lesser amounts will be shown the deficit.

4. When the contractor makes available all compartments and pallets but is unable to transport the GACL in weight, a deficit will be charged if failure to carry the GACL in weight is controllable to the carrier.

5. Computation of Deficits on Mixed Flights:

5.1. The total price for the trip is computed by multiplying the applicable plane mile rate times the trip miles.

5.2. The price of the deficit is then computed in the following manner.

5.2.1. The total price of the passenger for an all-passenger flight, as specified in the mixed flight GACL, is computed by multiplying the rate for each plane mile times miles set forth.
5.2.2. The rate for each passenger is then determined by dividing the total price of an all-passenger trip by the number of passengers.
5.2.3. The total price of the passenger portion of the particular trip is then computed by multiplying the number of passengers called for in the GACL times the rate for each passenger.
5.2.4. The total price of the cargo portion of the trip is then determined by deducting the price of the pax portion from the total price of the trip.
5.2.5. The total price for each ton of cargo for the particular trip is computed by dividing the cargo GACL, expressed in tons, into the total price of the cargo portion of the trip.
5.2.6. The price each ton mile of cargo is then computed by dividing the total trip miles into the total price of each ton.
5.2.7. The price of the deficit is then determined by multiplying the price for each ton mile times the cargo deficit, expressed in tons, times the miles for which the deficit existed.
5.3. The price of the deficit is then deducted from the carrier's bill except to the extent that it exceeds 10 percent of the total price for the trip.

Attachment 7

**COMMAND AND CONTROL CENTERS SERVING AMC
AIR MOBILITY CONTROL CENTERS**

Tanker Airlift Control Center (TACC)

Andrews CP, MD (VHF)

Anderson CP, Guam (VHF)

Dyess CP, TX

Charleston CP, SC (VHF)

Elmendorf ALCC, AK (VHF)

Dover CP, DE (VHF)

Hickam CP, HI (VHF)

Grissom CP, IN

Incirlik AMCC, Turkey

Kadena AMCC , Japan (VHF)

Kirtland CP, NM

Lajes CP, Azores

Little Rock CP, AR

Mildenhall ACC, UK

Malmstrom CP, MT

McGuire CP, NJ (VHF)

Plattsburg, CP, NY

McChord CP, WA (VHF)

Pope CP, NC

Osan AMCC, Korea

Ramstein AMCC, GE

Rhein-Main AMCC, GE

Scott CP, IL

Travis CP, CA (VHF)

Yokota CP, Japan (VHF)

Attachment 8**QUALITY ASSURANCE EVALUATOR APPOINTMENT LETTER FORMAT****REPLY TO**

ATTN OF: (Aerial Port Commander or Senior Installation Manager)

SUBJECT: Appointment of Quality Assurance Evaluators for AMC Airlift Contracts

TO: (Individual or Listed QAE's)

1. The following individual(s) is/are appointed as Quality Assurance Evaluator(s) (QAE(s)) for the AMC airlift contract(s) at _____ (name of base/installation) until this letter is recinded, superseded, or the individual leaves the organization. I completed a records review and he/she appears suitable for QAE duties.

a. Individual(s): (Grade, Full Name, Section).

b. Individual(s) possesses at least 12 months experience in this functional area and has/have demonstrated a high degree of technical knowledge of the AMC airlift contract and the AMC commercial augmentation program. Individual(s) has/have completed the required initial training to serve in this duty.

c. The responsibility is delegated to this/these individual(s) to perform inspections and authenticate appropriate forms.

2. A copy of this appointment letter will be maintained in the station QAE file.

(Signature of the Aerial Port Commander
or Senior Installation Manager)

cc: HQ AMC/DONP
Scott AFB IL 62225-5001

Attachment 9

SAMPLE AMC FORM 126, AMC AIRLIFT CONTRACT ADMINISTRATOR/ QUALITY ASSURANCE EVALUATOR (QAE) CHECKLIST

AMC AIRLIFT CONTRACT ADMINISTRATOR/QUALITY ASSURANCE EVALUATOR (QAE)			
STATION VISITED		UNIT CONTACTED	
Baltimore IAP		Det 1, 305 APS	
		DATES OF VISIT	
		19990809	
LEGEND: S = SATISFACTORY R = SPECIAL REMARKS X = NOT DISCUSSED, OBSERVED OR CONTACTED NA = NOT APPLICABLE			
I. PERSONNEL DEALING WITH CONTRACTORS			
1. Are personnel familiar with the commercial augmentation airlift program?		S	14. Are support personnel, i.e. billeting, comptroller, food service, maintenance, POL, supply, aware of requirement of the government-furnished services provisions of the contract?
II. QAE			
2. Is QAE knowledgeable of the CA/QAE working relationship and responsibilities spelled out by AMCI 24-201?		S	15. Is the Chief, Environmental Health, familiar with AMCI 24-201 and attachment 2 of contract?
3. Is QAE aware when it is necessary to declare a passenger convenience delay? (AMCI 24-201)		S	VI. BASE SUPPORT
4. Is QAE advising responsible agencies to bill the contractor for reimbursable support in accordance with AMCI 24-201?		S	16. Is the delegation of authority to perform inspections and authenticate the AMC 166 series forms, made in writing to QAE? (AMCI 24-201)
5. Is QAE enforcing excess ACL provisions of contract? (AMCI24-201)		S	17. Is AMC Form 166b being initiated, documented and distributed in accordance with AMCI 24-201?
6. Is QAE aware of the contractor route support concepts outlined in AMCI 24-201?		S	18. Is QAE utilizing AMC Forms 166 and 166a checklists for interior standards of service inspections in accordance with AMCI 24-201?
7. Is QAE aware that only contractor's crew, route support personnel or FAA flight inspectors and contract administration personnel are authorized to ride ferry legs of contract missions? (AMCI 24-201)		S	19. Do inbound mission checklists reflect unsatisfactory conditions detected on the outbound mission checklists that were not corrected on turnaround?
8. Is QAE aware of the contractual provisions covering accidents involving contractor's aircraft and equipment personnel?		S	VII. AMC RAMP INSPECTIONS AND MAINTENANCE
9. Is QAE appointment letter properly documented to include qualifications and training?		S	20. Are ramp inspections performed by maintenance personnel in accordance with AMCI 22-111?
III. RECOMMENDED CONTENTS FOR QAE GUIDE FILE			
10. Copy of current contract, annotated and cross referenced as applicable.		S	21. Does QAE/maintenance inspector know how to contact closest FAA representative if serious deficiencies cannot be resolved? Are they aware they cannot ground contractor aircraft? (AMCI 24-201)
11. Current material applicable to contract airlift program. (AMCI 24-201)		S	
IV. CONTRACT WORKING FILES			
12. Are procedures for maintenance of files satisfactory? AMC and AMC Numbered Air Force are offices of record for contract files. Station files will be disposed of according to AFMAN 37-139.		S	VIII. CONTRACTOR
V. BASE SUPPORT			
13. Has the QAE advised base support personnel that AMCI 24-201 makes the provisions of AMCI 24-201 directive upon them?		S	22. Is local representative aware of requirements for emergency plans to cover accidents, delays, passenger billeting, feeding, etc.?
24. ADDITIONAL COMMENTS AND OBSERVATIONS (Continue on reverse side, if necessary)			23. Does contractor feel he or she is receiving proper support under government-furnished services provision of the contract?
25. CHECKED BY (Name and Organization) Jane Doe, Contract Administrator CAMO, McGuire AFB		26. SIGNATURE	

Attachment 10

AMC/HOST/CARRIER-STATION VISITATION FREQUENCY

AMC/HOST/CARRIER-STATION VISITATION FREQUENCY

QUARTERLY	SEMIANNUALLY	ANNUALLY
Baltimore	*Al Kharj	*Atlanta
Rhein Main/ Ramstein	*Bahrain	*Brussels
*Adak	Cairo	*** Diego Garcia
*Galena	*Dover	*Frankfurt
*King Salmon	*Fujairah	*Guantanamo
**Osan	*Howard	*Jacksonville
Seattle	*Incirlik	*Kevlavik
Shemya	Iwakuni	*Lajes
	*McGuire	
	*Mildenhall	
	Missawa	
	*Naples	
	*Norfolk	
	*Rota	
	*Sigonella	
	Anderson	
	Elmendorf	
	*Hickam	
	*Honolulu	
	Kadena	
	Los Angeles	
	Singapore	
	Travis	
	Yokota	

*Contractual surveillance visit in lieu of host/carrier meetings.

**Two visits and two host/carrier meetings.

***One host/carrier meeting by CAMO-McGuire AFB and one site visit by CAMO-Travis AFB.

Note: Meeting/visitation frequencies for all other stations within the CA's geographic area of responsibility which are transited by AMC missions will be on an "as required" basis and coordinated with and/or as directed HQ AMC/DOY. Any change to the above frequency must have ACO approval (paragraph 2.4.2.7.) Required station visitation frequency is automatically waived for any station where there is not contract activity scheduled.

Attachment 11

GUARANTEED ALLOWABLE CABIN LOAD (GACL) COMPUTATION

The following guidance is to assist the QAE in expediting the computations required in basic regulation. The proper computation is necessary to complete the remarks section of the AMC Form 8.

NOTE: The following is applicable (this attachment) to charts 1 through 5. These charts are for the commonly used ACLs and do not apply to SAAM and exercise missions. Contract administrators are encouraged to produce similar tables for special ACL requirements to meet local needs.

Special instructions on use of charts 1 through 5:

1. Whenever the total baggage, mail, courier material, etc., is equal to or less than column 2, there is no additional or excess baggage to be accounted for on the AMC Form 8.
2. Whenever the total baggage, mail, courier material, etc., exceeds column 2 but is less than column 4, additional baggage must be accounted for on the AMC Form 8.
3. Whenever the total baggage, mail, courier material, etc., exceeds column 4 and the full passenger GACL is on board, excess baggage must be accounted for on the AMC Form 8.
4. Whenever the total baggage, mail, courier material, etc., exceeds column 4 and the passengers on board are less than the passenger GACL (nonutilization of seats), only excess baggage must be accounted for on the AMC Form 8.

Chart 1. Guaranteed ACL (Passenger and Baggage) for Aircraft with 105 passenger GACL

Col 1	Col 2	Col 3	Col 4
PAX Carried	Cumulative PAX Baggage (70X No. PAX Carried)	Auth Baggage Weight Each Unused Seat (245 lbs per)	Guaranteed Baggage ACL
105	7350	0	7350
104	7280	245	7525
103	7210	490	7700
102	7140	735	7875
101	7070	980	8050
100	7000	1225	8225
99	6930	1470	8400
98	6860	1715	8575
97	6790	1960	8750
96	6720	2205	8925
95	6650	2450	9100
94	6580	2695	9275
93	6510	2940	9450

Col 1	Col 2	Col 3	Col 4
	Cumulative PAX Baggage	Auth Baggage Weight	
PAX Carried	(70X No. PAX Carried)	Each Unused Seat (245 lbs per)	Guaranteed Baggage ACL
92	6440	3185	9625
91	6370	3430	9800
90	6300	3675	9975
89	6230	3920	10150
88	6160	4165	10325
87	6090	4410	10500
86	6020	4655	10675
85	5950	4900	10850

NOTE: USE "SIT 17" WHEN REPORTING EXCESS BAGGAGE ACL:

SITUATION 17

REMARK "SIT 17" (1) pounds excess ACL made available (2) pounds transported.

(1) Estimated excess ACL available stated by the carrier rep.

GROSS TAKEOFF WEIGHT

(-) MINUS CARRIER'S ACTUAL TAKEOFF WEIGHT

EXCESS ACL MADE AVAILABLE BY CARRIER.

(2) ACTUAL WEIGHT LISTED ON FINAL MANIFEST OVER THAT LISTED ON THE APPROPRIATE LINE ON THE CHART.

Chart 2. Guaranteed ACL (Passengers and Baggage) for Aircraft with 180 passenger GACL:

Col 1	Col 2	Col 3	Col 4
	Cumulative PAX Baggage	Auth Baggage Weight	
PAX Carried	(70X No. PAX Carried)	Each Unused Seat (245 lbs per)	Guaranteed Baggage ACL
180	12600	0	12600
179	12530	245	12775
178	12460	490	12950
177	12390	735	13125
176	12320	980	13300
175	12250	1225	13475
174	12180	1470	13650
173	12110	1715	13825

Col 1	Col 2	Col 3	Col 4
PAX Carried	Cumulative PAX Baggage (70X No. PAX Carried)	Auth Baggage Weight Each Unused Seat (245 lbs per)	Guaranteed Baggage ACL
172	12040	1960	14000
171	11970	2205	14175
170	11900	2450	14350
169	11830	2695	14525
168	11760	2940	14700
167	11690	3185	14875
166	11620	3430	15050
165	11550	3675	15225
164	11480	3920	15400
163	11410	4165	15575
162	11340	4410	15750
161	11270	4655	15925
160	11200	4900	16100
159	11130	5145	16275
158	11060	5390	16450
157	10990	5635	16625
156	10920	5880	16800

NOTE: USE "SIT 17" WHEN REPORTING EXCESS BAGGAGE ACL:

SITUATION 17

REMARK "SIT 17____(1)____pounds excess ACL made available____(2)____pounds transported."

(1) Estimated excess ACL available stated by the carrier rep.

GROSS TAKEOFF WEIGHT

(-).MINUS CARRIER'S ACTUAL TAKEOFF WEIGHT EXCESS ACL MADE AVAILABLE BY CARRIER

(2) ACTUAL WEIGHT LISTED ON FINAL MANIFEST OVER THAT LISTED ON THE APPROPRIATE LINE ON THE CHART

Chart 3. Guaranteed ACL (Passengers and Baggage) for Aircraft with 235 passenger GACL:

Col 1	Col 2	Col 3	Col 4
PAX Carried	Cumulative PAX Baggage (70X No. PAX Carried)	Auth Baggage Weight Each Unused Seat (245 lbs per)	Guaranteed Baggage ACL
235	16450	0	16450
234	16380	245	16625
233	16310	490	16800
232	16240	735	16975
231	16170	980	17150
230	16100	1225	17325
229	16030	1470	17500
228	15960	1715	17675
227	15890	1960	17850
226	15820	2205	18025
225	15750	2450	18200
224	15680	2695	18375
223	15610	2940	18550
222	15540	3185	18725
221	15470	3430	18900
220	15400	3675	19075
219	15330	3920	19250
218	15260	4165	19425
217	15190	4410	19600
216	15120	4655	19775
215	15050	4900	19950
214	14980	5145	20125
213	14910	5390	20300
212	14840	5635	20475
211	14770	5880	20650

NOTE: USE "SIT 17" WHEN REPORTING EXCESS BAGGAGE ACL:

SITUATION 17

REMARK "SIT 17 ____ (1) ____ pounds excess ACL made available ____ (2) ____ pounds transported."

(1) Estimated excess ACL available stated by the carrier rep.

GROSS TAKEOFF WEIGHT

(-) MINUS CARRIER'S ACTUAL TAKEOFF WEIGHT EXCESS ACL MADE AVAILABLE BY CARRIER

(2) ACTUAL WEIGHT LISTED ON FINAL MANIFEST OVER THAT LISTED ON THE APPROPRIATE LINE ON THE CHART

Chart 4. Guaranteed ACL (Passenger and Baggage) for Aircraft with 354 passenger GACL:

Col 1	Col 2	Col 3	Col 4
PAX Carried	Cumulative PAX Baggage (70X No. PAX Carried)	Auth Baggage Weight Each Unused Seat (245 lbs per)	Guaranteed Baggage ACL
354	24780	0	24780
353	24710	245	24955
352	24640	490	25130
351	24570	735	25305
350	24500	980	25480
349	24430	1225	25655
348	24360	1470	25830
347	23290	1715	26005
346	24220	1960	26180
345	24150	2205	26355
344	24080	2450	26530
343	24010	2695	26705
342	23940	2940	26880
341	23870	3185	27055
340	23800	3430	27730
339	23730	3675	27405
338	23660	3920	27580
337	23590	4165	27755
336	23520	4410	27930
335	23450	4655	28105
334	23380	4900	28280
333	23310	5145	28455
332	23240	5390	28630
331	23170	5635	28805
330	23100	5880	28980

NOTE: USE "SIT 17" WHEN REPORTING EXCESS BAGGAGE ACL:

SITUATION 17

REMARK "SIT 17 ____ (1) ____ pounds excess ACL made available ____ (2) ____ pounds transported."

(1) Estimated excess ACL available stated by the carrier rep.

GROSS TAKEOFF WEIGHT

(-) MINUS CARRIER'S ACTUAL TAKEOFF WEIGHT EXCESS ACL MADE AVAILABLE BY CARRIER

(2) ACTUAL WEIGHT LISTED ON FINAL MANIFEST OVER THAT LISTED ON THE APPROPRIATE LINE ON THE CHART

Chart 5. Guaranteed ACL (Passengers and Baggage) for Aircraft with 482 passenger GACL:

Col 1	Col 2	Col 3	Col 4
PAX Carried	Cumulative PAX Baggage (70X No. PAX Carried)	Auth Baggage Weight Each Unused Seat (245 lbs per)	Guaranteed Baggage ACL
482	33740	0	33740
481	33670	245	33915
480	33600	490	34090
479	33530	735	34265
478	33460	980	34440
477	33390	1225	34615
476	33320	1470	34790
475	33250	1715	34965
474	33180	1960	35140
473	33110	2205	35315
472	33040	2450	35490
471	32970	2695	35665
470	32900	2940	35840
469	32830	3185	36015
468	32760	3430	36190
467	32690	3675	36365
466	32620	3920	36540
465	32550	4165	36715
464	32480	4410	36890
463	32410	4655	37065
462	32340	4900	37240
461	32270	5145	37415
460	32200	5390	37590
459	32130	5635	37765
458	32060	5880	37940

NOTE: USE "SIT 17" WHEN REPORTING EXCESS BAGGAGE ACL:

SITUATION 17

REMARK "SIT 17 ____ (1) ____ pounds excess ACL made available ____ (2) ____ pounds transported."

(1) Estimated excess ACL available stated by the carrier rep.

GROSS TAKEOFF WEIGHT

(-) MINUS CARRIER'S ACTUAL TAKEOFF WEIGHT EXCESS ACL MADE
AVAILABLE BY CARRIER

(2) ACTUAL WEIGHT LISTED ON FINAL MANIFEST OVER THAT LISTED ON THE APPROPRIATE LINE ON THE CHART

Attachment 12

SAMPLE AMC FORM 8, CIVIL AIRCRAFT CERTIFICATE

CIVIL AIRCRAFT CERTIFICATE				NUMBER	
				KDOV-1323	
I. CONTRACT TERMS					
CONTRACTOR		GUARANTEED ACL	CONTRACT NUMBER		ITEM NUMBER
EMERY WORLDWIDE		39T	F11626-98-D0010		0008
This is to certify that the carrier named herein is under contract with the United States Air Force; that trip indicated has been duly authorized; and the aircraft is permitted to transit military installations on ferry portions of the trip.					
DATE	NAME, GRADE AND TITLE OF ISSUING OFFICIAL		SIGNATURE		
19991026	JOHN DOE, MSgt, USAF Asst QAE				
II. TRIP DATA					
ROUTING		TRIP NUMBER	MONTH OF OPERATION	TYPE AIRCRAFT	TAIL NUMBER
KDOV - CYQX - EGUN EGUN - KDOV		BBB0D07 BBB0D08	199909	DC-9	N997CF
III. CERTIFICATE OF SERVICES PERFORMED AND ACCEPTED					
I hereby certify that the transportation services as indicated in the Offload and Onload columns below were performed by the above Contract Carrier in accordance with the provisions of the above cited contract, and were accepted by the Government.					
FLIGHT LOG SUMMARY					
STATION	PAX OFFLOAD	PAX ONLOAD	PAX DEPARTURE LOAD	CERTIFYING SIGNATURE OF STATION QAE	
KDOV				Kathleen Quin, Asst QAE	
EGUN				Robert Deed, QAE	
KDOV				Martin Kramer, SSgt, QAE	
REMARKS (Any differences between the amount of guaranteed ACL and the Departure Load at either the originating station or at any intermediate station must be fully explained by the certifying officer in accordance with AMCI 24-201, Chapter 4.)					
KDOV SIT 1 Tare weight of 355 pounds used for build up.					
EDUN SIT 2					
IV. CARRIER'S CERTIFICATE OF SERVICES PERFORMED					
I certify that the services listed above have been performed and that said services were in accordance with contract requirements.					
DATE	NAME OF CARRIER REPRESENTATIVE		SIGNATURE		
19910926	Jane Cartwell				

AMC FORM 8, 19991015 (EF-V1)

REPLACES MAC FORM 8, 19980101

Attachment 13**AMC FORM 8 ENTRIES**

PART I – ENTRIES TO BE MADE IN THE REMARKS SECTION ON AMC FORM 8 TO EXPLAIN SITUATIONS WHERE THE DEPARTURE LOAD AT ANY STATIONS IS DIFFERENT FROM THE GUARANTEED ACL.

CARGO FLIGHTS

Situations Where No Deficit is Incurred

SITUATION 1: Where the guaranteed ACL is not utilized due to nongeneration.

REMARK: “Sit 1”

SITUATION 2: Where the guaranteed ACL is not utilized due to the fact that the bulk of the loaded cargo utilized the entire main cabin space.

REMARK: “Sit 2”

SITUATION 3: Where the guaranteed ACL is not utilized due to the fact that the cargo available for loading is unstackable and that all available floor space has been used.

REMARK: “Sit 3”

SITUATION 4: Where any part of the cargo being transported is offloaded at a carrier operational or diversion stop at the direction of the Government.

REMARK: “Sit 4: _____ pounds at _____.”

SITUATION 5: Where the guaranteed ACL cannot be utilized due to fuel requirements caused by unusual weather conditions (enroute winds, etc).

REMARK: “Sit 5 (State fuel requirements, weather conditions, etc)”

SITUATION 6: Where the guaranteed ACL is not utilized due to reasons of the Government (for example, nongeneration, bulk, etc.) and the contractor transports cargo for route support (intra- or intercompany) in otherwise unused space.

REMARK: “Sit 6: _____ pounds of route support”

SITUATION 7: Where contractor transports traffic in excess of the GACL or fails to make excess ACL available when aircraft was determined to be capable of transporting traffic in excess of the GACL.

REMARK: “Sit 7A: _____ pounds excess ACL made available _____ pounds transported.”

Or “Sit 7B” (This situation indicates that the contractor did not make all excess capability available as computed by the QAE Contract Violation Notice (AMC Form 166b) will be prepared and submitted to the ACO.)

Or “Sit 7C” (Excess ACL is made available, but the Government does not utilize the additional capability due to nongeneration, bulk, etc.)

SITUATION 8: Where contractor provides an aircraft with less available space than required to meet the guaranteed ACL, but the Government does not utilize the space made available due to nongeneration.

REMARK: "Sit 8"

Situations Where a Deficit is Incurred

SITUATION 9: Where any part of cargo being transported is offloaded en route due to reasons of contractor.

REMARK: "Sit 9: Contractor offloaded _____pounds at (Station) due to (State Reasons)."

SITUATION 10: Where GACL cannot be utilized due to reasons within control of contractor.

REMARK: "Sit 10: _____ pounds cargo (tare weight) were generated for movement.
Contractor

Transported only _____pounds _____pounds on _____pallet (including Weight of pallets); _____pounds in belly compartment; _____pounds in etc. A deficit of _____pounds was incurred. Deficit due to (state reasons; for example, Transportation of route support/failing to make available one pallet, or tail section, or Compartment B, etc.)"

(NOTE: Explain any difference between contractor's capability and actual onload if onload is less than contractor's capability for example, Situation 2 or Situation 3.)

PASSENGER FLIGHTS

Situations Where No Deficit is Incurred

SITUATION 11: Where the guaranteed ACL is not utilized due to nongeneration.

REMARK: "Sit 11"

SITUATION 12: Where any passengers being transported were offloaded at a carrier operational or diversion stop at the direction of the Government.

REMARK: "Sit 12: _____passengers at _____."

SITUATION 13: Where the guaranteed ACL cannot be utilized due to fuel requirements caused by unusual weather conditions (enroute winds, etc.)

REMARK: "Sit 13: State weather conditions and fuel requirements."

SITUATION 14: Where the guaranteed ACL is not utilized due to nongeneration and contractor transports personnel for route support (intra- or intercompany) in otherwise unused seats.

REMARK: "Sit 14: _____contractor personnel."

SITUATION 15: Where the Government transports additional passengers in excess of the guaranteed ACL at no cost to the Government.

REMARK: "Sit 15: _____passengers."

SITUATION 16: Where the Government elects to move additional baggage, courier material, mail, or cargo as part of the passenger ACL displacing passengers. (Use [Attachment 6](#) for computation guidance.)

REMARK: "Sit 16: _____pounds of (additional baggage, courier material, mail or cargo). This weight, divided by 245, is the equivalent of additional passengers."

SITUATION 17: Where contractor transports traffic in excess of the GACL.

REMARK: "Sit 17: _____ pounds excess ACL made available _____ pounds transported."

SITUATION 18: Where a passenger uses more than one seat within the guaranteed ACL.

REMARK: "Sit 18: One passenger used _____ seats."

SITUATION 19: Where passenger seats were blocked for enroute/turnaround stations and guaranteed ACL is not utilized due to seat block.

REMARK: "Sit 19: _____ seats blocked for onload at _____."

Situation Where Deficit is Incurred

SITUATION 20: Where the guaranteed ACL cannot be utilized due to reasons of the contractor.

REMARK: Sit 20: _____ passengers were generated for movement. Contractor transported only _____ passengers due to (state reason, such as transportation of contractor route support personnel, defective seats, weight restrictions which would require an operational stop, etc.). A deficit of _____ passengers was incurred."

SITUATION 21: Where the Government elects to move additional baggage, courier material, mail, or cargo as part of the passenger ACL in lieu of passengers up to the bulkout of the baggage compartments and contractor does not move same due to reasons of the contractor.

REMARK: "Sit 21: Contractor refused _____ pounds which, divided by 245, is the equivalent of passengers, due to (state contractor's reasons). A deficit of _____ passengers was incurred."

MIXED TRAFFIC FLIGHTS

Situations Where No Deficit is Incurred

NOTE 1: Where the amount of cargo transported is different from the cargo guaranteed ACL, enter the situation number and the remark applicable to the pertinent situation set forth under "CARGO FLIGHTS."

NOTE 2: Where the number of passengers transported is different from the passenger guaranteed ACL, enter the situation number and the remarks applicable to the pertinent situation set forth under "PASSENGER FLIGHTS."

Situations Where a Deficit is Incurred

NOTE: Where contractor does not transport the full guaranteed passenger ACL due to contractor reasons but does transport the full guaranteed cargo ACL, enter the situation number and the remark applicable to the pertinent deficit situation set forth under "PASSENGER FLIGHTS".

NOTE: Where contractor does not transport the full guaranteed Cargo ACL due to contractor reasons but does transport the full guaranteed passenger ACL, enter the situation number and the remark applicable to the pertinent deficit situation set forth under "CARGO FLIGHTS".

PART II – ENTRY TO BE MADE IN REMARKS SECTION ON AMC FORM 8 TO EXPLAIN SITUATION SUCH AS SUBSTITUTE SERVICE, RESCHEDULED FLIGHTS, OVERFLYS OR OTHER UNUSUAL SITUATIONS.

SITUATION 22: Where a trip which has been suspended for reschedule operates in a month subsequent to the month of the original schedule.

REMARK: “Sit 22: this trip is a reschedule of mission NO. _____ of (date).”

SITUATION 23: Where flights are performed with contractor purchased substitute service. (The data to be entered in sections I and II of the AMC Form 8 will be that of the original contractor. Payment will be to the original contractor but in accordance with the ACL of the substitute aircraft or the original aircraft, whichever is lesser.)

REMARK: “Sit 23: Flight performed by (name of substitute carrier) with _____ type aircraft and ACL of _____.

SITUATION 24: Where flight is performed with Government purchased substitute service. (The data to be entered in sections I and II of AMC Form 8 will be that of the substitute carrier who will receive the documentation. Payment will be to the substitute carrier in accordance with the ACL of the substitute aircraft.)

REMARK: "Sit 24. This trip was procured to replace mission No. _____ which (name of original carrier) failed to perform.”

SITUATION 25: Where the Government permits the contractor to substitute for the scheduled aircraft his own aircraft with a lower ACL.

REMARK: “Sit 25: Guaranteed ACL in section I changes from _____ to _____ due to authorization of substitute service with _____ type aircraft.

SITUATION 26: Where contractor is required by weather or is permitted by Government to overfly a scheduled stop.

REMARK: “Sit 26: (station) overflowed due to (give reasons).

SITUATION 27: Where the Government on and/or offloads traffic at an operational stop.

REMARK: “Sit 27”.

NOTE: More than one “SITUATION” may occur at the same time. In such instances, the “REMARK” of all of the existing “SITUATIONS” will be entered.

NOTE: Should it develop that a situation occurs which is not covered here (above) enter the complete facts of what actually occurred.

NOTE: For mixed flights: If contractor tenders an aircraft in a contract ACL configuration different from that scheduled and the Government allows operations of the flight, the remarks will be applied on the basis of the contract ACL accepted.

Attachment 14

MEDICAL INSPECTION CHECKLIST

MEDICAL INSPECTION CHECKLIST		DATE	
OPR		YES	NO
Contract Aircraft Inspection: International Air Transportation Association, Appendix I, Food Hygiene in Air Transportation Recommended Code of Practice CATERING PROVISIONS (Hygienic Requirements)			
1. TOILETS			
a) Toilets equipped with handbasins, hot and cold water.....			
b) Soap*, nailbrushes, clean towels available (preferable individual or disposable).....			
c) Sign "Wash hands before leaving toilet" put up in local language.....			
d) Bowls, urinals, plumbing, etc, in good state of repair (exc., good, moderate, poor).....			
e) Doors self-closing.....			
2. GARBAGE			
a) Food scraps and garbage kept away from section for food storage and preparation of uplift.....			
b) Garbage bins fitted with properly closing lids and kept closed.....			
3. WASHING UP			
a) Dirty dishes and other galley equipment scraped, rinsed, then washed with clean hot water 60-80 degrees C (140-180 degrees F) with detergent added, finally rinsed and sterilized at 82 degrees C (180 degrees F) or higher.....			
b) If dish towels are used, are they clean and used for their proper purpose only?.....			
4. VERMIN			
a) Premises kept free from rats, mice, insects including flies and cockroaches.....			
b) Food locked away before using poisonous sprays for extermination and equipment cleaned afterwards.....			
c) All chemicals, viz., insecticides, disinfectants, cleaning fluids, spirits, etc, stored away from the food.....			
d) Are seams between washbasins and walls sealed off to prevent insect-breeding.....			
5. PREMISES			
a) Floor and walls tiled (up to 1.5 m or 5ft).....			
b) Rest of walls and ceilings painted with washable paint.....			
c) Lights, particularly tubular lights, protected to avoid glass splinters in food.....			
d) Routine cleaning with hot water and detergent.....			
e) Floor drains open and clean.....			
f) Dry sweeping prohibited.....			
g) Doors of working section self-closing.....			
h) Windows and doors properly screened.....			
i) Storerooms well ventilated and screened.....			
j) Brooms, mops, brushes, buckets, etc, properly stored.....			
6. EQUIPMENT			
a) Surface of working tables, shelves, etc. smooth and non-absorbent with view to cleaning.....			
b) Working tables cleaned several times daily with hot water and detergent added.....			
c) Handbasin and disposable towels available in working section.....			

	YES	NO	N/A
7. STORAGE OF GOODS			
a) Containers stored away from ground.....			
b) Food storage at least 25cm (10") above the ground.....			
c) Perishable foodstuffs kept under 5 degrees C (41 degrees F).....			
8. WATER AND ICE			
a) Pure drinking water used for filling hot and cold jugs and washing vegetables.....			
b) Wet ice, including ice cubes, for consumption, made of pure drinking water.....			
c) Are records of water testing available.....			
9. REFRIGERATION			
a) Normal, kept between 0 and 5 degrees C (32 and 41 degrees F).			
b) Deep-freeze, kept under -23 degrees C (-10 degrees F).....			
c) Raw vegetables not stored over perishable food in same refrigerator.....			
10. LOADING OF AIRCRAFT			
a) Is food sufficiently protected against heat, dust and insects during transport.....			
b) Is time interval between time when food was prepared or taken out of refrigerator and time when food is loaded in aircraft less than one hour.....			
c) Is food time-stamped on leaving cold store.....			
d) If aircraft is delayed, what measures are taken to prevent spoilage of food.....			
11. STAFF			
a) Medical examination before appointment and yearly re-examination carried out...			
b) Clean working clothes worn and caps covering hair.....			
c) Hands washed before starting work and after each interruption.....			
d) Doctor consulting in case of danger of contamination (infected wounds, diarrhea etc).....			
e) Street clothing kept inside clean locker or closet.....			
COMMENTS AND RECOMMENDATIONS			
INSPECTOR PRINTED RANK/NAME: _____			
INSPECTOR SIGNATURE/DATE: _____			
REPRESENTATIVE PRINTED NAME: _____			
REPRESENTATIVE SIGNATURE/DATE: _____			

MEDICAL INSPECTION CHECKLIST

OPR	DATE		
	YES	NO	N/A
Contract Aircraft Inspection: Guide to Hygiene and Sanitation in Aviation Annex 4, GUIDELINES FOR A DETAILED INSPECTION CHECK-LIST			
A. FLIGHT CATERING			
Location (including distance from airport if applicable): _____			
Caterer: _____ Time: _____			
Manager: _____ Address: _____			
Supply Sources			
Water: _____ Milk and milk products: _____			
Shellfish: _____ Other Perishable Foods: _____			
STRUCTURAL FEATURES			
Floors:			
Easy to clean, smooth, in good repair.....			
Sloped to drain, if floor drains used.....			
Clean.....			
Dustless method of cleaning.....			
Cleaned when least amount of food exposed.....			
Walls and ceiling:			
Light Color, clean, in good repair			
Walls smooth, washable to level of splash.....			
Doors and windows:			
Clean.....			
Effectively screened against insects (or insect-repellent devices provided).....			
Outward-opening, self-closing doors.....			
Lighting:			
400 lux (minimum) on working surfaces.....			
200 lux (minimum) in storage rooms.....			
Fixes clean, in good repair.....			
Ventilation:			
All rooms reasonably free of odor and condensation.....			
Extractor hood, fans and other ventilation equipment clean and efficient.....			
TOILET FACILITIES			
Adequate, conveniently located.....			
Well lit, outside ventilation.....			
Clean, in good repair.....			
Self-closing tight-fitting doors.....			
Intervening, ventilated area.....			
Provision of hand-washing notices.....			
WATER SUPPLY			
Approved by national health administration.....			
Readily accessible, adequate under pressure.....			
Plumbing satisfactory.....			
EMPLOYEES.			
General Cleanliness:			
Changing facilities, including showers.....			
Clean outer garments used only for food service duties.....			
Hands and fingernails clean.....			
No spitting tobacco use in food-preparation or food-packing areas.....			
"No Smoking" signs posted.....			
Hand-washing facilities:			
Adequate, conveniently located.....			
Constant supply of hot and cold running water.....			
.....			

	YES	NO	N/A
Hand-washing facilities continued:			
Bacterial soap, nailbrushes, individual towels (or properly installed and operated warm air jet(s) provided).....			
Clean, in good repair.....			
Hands washed after toilet use.....			
Provision of hand-washing notices.....			
Disease Control:			
Adequate medical screening.....			
Inquiry reveals no employee with recent history of communicable disease of gastrointestinal infection.....			
Waterproof dressings supplied for cuts, abrasions, etc.....			
Miscellaneous:			
Soiled linen, coats, aprons kept in containers.....			
Establishment not used for domestic purposes.....			
EQUIPMENT AND UTENSILS			
Design, construction and condition:			
Easy to clean, self-draining, smooth, of suitable material.....			
In good repair, no open seams, corrosion, breaks, cracks or chipped places.....			
Cleansing:			
Cleaning food carts, shelves, tables, cutting boards, meat blocks, refrigerators, tray racks, sinks, dishwashing machines, etc.....			
Utensils thoroughly cleansed after each use.....			
Beverage containers thoroughly cleansed after each use.....			
Suitable detergent, effective concentration.....			
Wash water changed frequently.....			
Satisfactory method for drying utensils (i.e. avoid drying cloths if possible).....			
Single-service cups, plates, spoons, straws, etc., used only once.....			
No steel wool used.....			
Sanitizing treatment:			
Utensils washed with detergent solution at 60-70 C(140-160F) prior to rinsing in hot water at 82C (180F) or other approved method.....			
Large utensils treated with live steam, boiling water rinse, or other approved method.....			
Adequate dishwashing facilities provided.....			
Thermometers, wire baskets as required.....			
Dish-washing machines:			
Satisfactory machine, spray arms demountable or accessible for cleaning.....			
Properly operated.....			
Suitable detergent, effective concentration.....			
Wash water at about 60C (140F).....			
Sanitizing rinse at 82C (180F).....			
Thermometer for rinse water.....			
Storage and handling:			
Suitable storage area, above floor level, protected from flies, dust, dirt, splash, etc.....			
Area clean, utensils inverted or covered, when practicable.....			
Beverage containers properly stored.....			
Spigots properly handled and protected.....			
No handling of contact surfaces.....			
Nonporous shelf and drawer linings.....			
Single service utensils purchased in sanitary cartons, properly stored and handled.....			
FOOD AND DRINK			
Freezing and refrigeration facilities:			
<i>Blast Freezing</i> Availability and functioning of indicating thermometers.....			
<i>Deep Freezing</i> Availability and functioning of indicating thermometers.....			

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MEDICAL INSPECTION CHECKLIST

OPR

DATE

	YES	NO	N/A
Contract Aircraft Inspection: Guide to Hygiene and Sanitation in Aviation <u>Annex 4, GUIDELINES FOR A DETAILED INSPECTION CHECK-LIST</u>			
B. AIRLINE SERVICING AREA (EXCLUSIVE OF CATERING)			
Airport: _____			
Location: _____			
Airline Service: _____			
Date: _____			
Person contacted: _____			
Source of water supply: _____			
WATER SUPPLY			
Water system:			
No cross-connections.....			
No back-siphonage connections.....			
Adequate pressure.....			
Method and frequency of sampling satisfactory.....			
Hydrants			
Location satisfactory.....			
Acceptable type, good maintenance.....			
Acceptable uses only.....			
Quick-type coupling (or threaded for permanent hose connection).....			
Proper surface drainage.....			
Drains from hydrant boxes or pits adequate and functioning to prevent flooding and mosquito breeding.....			
Water hose:			
Satisfactory material, smooth, no cracks.....			
Quick type-couplings, where required.....			
Satisfactory nozzle guard.....			
Hose properly protected and stored.....			
Nozzle different size and shape from waste connections.....			
Water servicing vehicles:			
Smooth, heavy-gauge, corrosion-resistant material.....			
Completely closed from filling inlet to discharge outlet.....			
Vents, if provided, properly protected.....			
Complete drainage possible.....			
Inlet and outlet directed downwards.....			
Inlet and outlet provided with caps or closures with keeper chains.....			
Water tanks labelled.....			
Quick-type couplings, where required.....			
WASTE DISPOSAL:			
Handling of toilet wastes:			
Personnel who remove wastes do not handle water or food.....			
Waste tanks and flushing tanks labeled.....			
Retention tanks flushing equipment available (not by direct connection to water supply).....			
Portable toilets enclosed or covered during transportation to disposal area.....			
Sewage removed without spillage.....			
Disposal of toilet waste:			
Disposal facilities separate from food or drink servicing areas.....			
Sewage disposal satisfactory.....			
Portable toilet or tank cleaning facilities completely enclosed, fly-proof.....			
Smooth, impervious floors, sloped to drain.....			
Room clean, in good repair.....			
Adequate water pressure.....			

Page 7 of 11

MEDICAL INSPECTION CHECKLIST		DATE		
OPR		YES	NO	N/A
Contract Aircraft Inspection: Guide to Hygiene and Sanitation in Aviation Annex 4, GUIDELINES FOR A DETAILED INSPECTION CHECK-LIST				
C. REPORT ON VECTOR CONTROL AT AIRPORT				
Insectborne disease in area: Is airport adjacent to an area infected with, or receptive to, Yellow fever.				
Prevalence of breeding places: _____				
Control methods employed on airport and effectiveness: _____				
Control methods employed in vicinity of airport and effectiveness: _____				
All buildings mosquito-proofed				
Disinsecting of ground area—method, materials, frequency, effectiveness: _____				
Disinsecting aircraft—method, materials, frequency, effectiveness: _____				
Equipment listed below in special cases only				
Equipment for disinsecting suspects, on hand, or available if needed:				
Equipment for disinsecting baggage and clothes, on hand, or available if needed:				
Facilities for storing and dispatching specimens to bacteriological laboratory, on hand, or available if needed:				
Equipment for disinfecting baggage and clothes, and bedding on hand, or available if needed:				
Equipment for destruction of rodents at airport and deratting aircraft:				
COMMENTS AND RECOMMENDATIONS				
INSPECTOR PRINTED RANK/NAME: _____				
INSPECTOR SIGNATURE/DATE: _____				
REPRESENTATIVE PRINTED NAME: _____				
REPRESENTATIVE SIGNATURE: _____				

DATE _____

	YES	NO	N/A
1. The company has a policy on environmental protection.			
2. The company has a policy on social responsibility.			
3. The company has a policy on ethical business practices.			
4. The company has a policy on data protection.			
5. The company has a policy on employee safety.			
6. The company has a policy on customer privacy.			
7. The company has a policy on product safety.			
8. The company has a policy on financial transparency.			
9. The company has a policy on community engagement.			
10. The company has a policy on sustainable sourcing.			
11. The company has a policy on anti-corruption.			
12. The company has a policy on diversity and inclusion.			
13. The company has a policy on intellectual property protection.			
14. The company has a policy on cybersecurity.			
15. The company has a policy on fair labor practices.			
16. The company has a policy on environmental impact assessment.			
17. The company has a policy on stakeholder communication.			
18. The company has a policy on risk management.			
19. The company has a policy on quality management.			
20. The company has a policy on innovation and research & development.			

MEDICAL INSPECTION CHECKLIST
OPR

DATE

	YES	NO	N/A
Contract Aircraft Inspection: Guide to Hygiene and Sanitation in Aviation Annex 5, Suggested Guide for Reports on Quality of Drinking-water Supplied at International Airports.			
<p>The following minimum information relating to samples of water collected By health authorities or other public health agencies at each airport from outlets Commonly used or accessible as sources of drinking-water in the airport or on the Aircraft should be recorded for permanent reference. The reports should be available For every international airport. Information on samples collected from different Installations that are situated within the same airport area and served by a common Water supply system should also be included. If water is supplied through multiple (i.e. separate) systems to different parts of the airport area, a separate report should be made for each system. All water samples should be examined in an officially recognized laboratory.</p> <p>1. Name a location of the airport and identification of the water system covered by this report _____</p> <p>2. Number of employees regularly present _____</p> <p>3. Number of transients (crew and passengers) using the installation during the past 12 month period. _____</p> <p>4. Average daily population served (item 2 + item3/365)= _____</p> <p>Bacteriological Quality</p> <p>5. Maximum interval between successive samplings for bacteriological examination during the past 12-month period _____</p> <p>6. Minimum number of samples collected for bacteriological examination in any one month during the past 12-month period. _____</p> <p>7. Number of samples collected for bacteriological examination during the past 12-month period. _____</p> <p>8. Number of samples negative for coliform organisms _____</p> <p>9. Percentage of samples satisfactory ((100 x item 8)/item 7)= _____</p> <p>10. Number of samples containing Escherichia coli organisms in 100 ml _____</p> <p>11. Number of samples containing more than 10 coliform organisms in 100 ml _____</p> <p>12. Number of times coliform organisms detected in consecutive 100 ml samples _____</p> <p>Chemical Quality</p> <p>13. Maximum interval between successive samplings for chemical examination during past 12-month period _____</p> <p>(a) Short routine chemical examination _____</p> <p>(b) Complete chemical examination _____</p> <p>(c) Examination for toxic substances _____</p> <p>Maximum concentrations reported (in mg/l), at any time on any sample during the Period, of the following substances.</p> <p>14. Arsenic (as As) _____</p> <p>15. Cadmium (as Cd) _____</p> <p>16. Cyanide (as CN) _____</p> <p>17. Lead (as Pb) _____</p> <p>18. Mercury (as Hg) _____</p> <p>19. Selenium (as Se) _____</p>			

	YES	NO	N/A																			
<p>Explanatory Notes: In the following paragraphs, the section numbers cite refer to <i>International Standards for Drinking-Water</i>, and the item numbers to those in the present Annex for the recording of drink-water quality at international airports. To conform to <i>International Standards for Drinking-Water</i> the following minimum conditions must be met.</p> <p>Bacteriological examination:</p> <p>(1) For samples collected for bacteriological examination from distribution system the maximum intervals between successive samplings (item 5) and the minimum numbers of samples examined in each month (item 6) should be related to the average population (item 4), as follows (section 7.1.1.1., table 6):</p> <p><i>Population Served /Max interval between successive sampling/Minimum Nbr of samples</i></p> <table><tr><td></td><td></td><td>Per month</td></tr><tr><td>Less than 20,000</td><td>1 month</td><td>1 sample per 5000 pop.</td></tr><tr><td>20,000-50,000</td><td>2 weeks</td><td>1 sample per 5000 pop.</td></tr><tr><td>50,001-100,000</td><td>4 days</td><td>1 sample per 5000 pop.</td></tr><tr><td>More than 100,000</td><td>1 day</td><td>1 sample per 10,000 pop.</td></tr></table> <p>Water in distribution system</p> <p>(2) Throughout any year, 95% of the samples should not contain coliform organisms in 100 ml (Section 2.3.1.2.).</p> <p>(3) No samples should contain <i>Escherichia coli</i> in 1 ml (section 2.3.1.2.)</p> <p>(4) No samples should contain more than 10 coliform organisms in 100 ml (section 2.3.1.2.)</p> <p>(5) Coliform organisms should not be detectable in 100 ml of any two consecutive samples (section 2.3.1.2.)</p> <p>Chemical examination</p> <p>(6) For samples collected for short routine chemical examination of water from the distribution system, the maximum interval between successive samplings (item 13(a)) should be at related to the average population (item 4), as follows (section 7.5.1.):</p> <p><i>Population Served Max interval between successive sampling</i></p> <table><tr><td>Up to 50,000</td><td>6 months</td></tr><tr><td>Over 50,000</td><td>1 month</td></tr></table> <p>(7) It is recommended that examination for toxic substances (item 13c) should be carried out at least once in a year (section 7.5.1.). the following tentative limits for concentrations of toxic substances in drinking-water (section 6.2, table 1)</p> <p>Item 14 Arsenic (as As) – 0.05 mg/l</p> <p>Item 15 Cadmium (as Cd) – 0.01 mg/l</p> <p>Item 16 Cyanide (as CN) – 0.05 mg/l</p> <p>Item17 Lead (as Pb) – 0.1 mg/l</p> <p>Item 18 Mercury (as Hg) – 0.001 mg/l</p> <p>Item 19 Selenium (as Se) – 0.01 mg/l</p> <p>(8) Complete chemical examination (item 13(b)) of all supplies or accessible for use should be carried once a year.</p>			Per month	Less than 20,000	1 month	1 sample per 5000 pop.	20,000-50,000	2 weeks	1 sample per 5000 pop.	50,001-100,000	4 days	1 sample per 5000 pop.	More than 100,000	1 day	1 sample per 10,000 pop.	Up to 50,000	6 months	Over 50,000	1 month			
		Per month																				
Less than 20,000	1 month	1 sample per 5000 pop.																				
20,000-50,000	2 weeks	1 sample per 5000 pop.																				
50,001-100,000	4 days	1 sample per 5000 pop.																				
More than 100,000	1 day	1 sample per 10,000 pop.																				
Up to 50,000	6 months																					
Over 50,000	1 month																					